Canon

iR3300/iR2800/iR2200

Copying Guide

About the Manuals for the Machine

The manuals for this machine are divided as follows. Please read them to suit your needs.

For Basic Use Troubleshooting	Reference Guide
For Basic Copying For Convenient Copying	Copying Guide (This Document)
For Basic Mail Box Function Use For Convenient Mail Box Function Use	Mail Box Function Guide
For Remote UI Use	Remote UI Guide
For Setting Up the Network Connection & Installing the CD-ROM Software	Setup Guide
For Printer Use	PS/PCL Printer Guide
For Installing Printer Driver, etc.	PS Driver Guide PCL Driver Guide
For Connecting and Setting the Network	Network Guide

The manuals supplied with optional equipment are included in the list above.
Depending on the system configuration and product purchased, some manuals may be unavailable (irrelevant).

How This Manual Is Organised

This apparatus complies with the requirements of Directive 76/889/EEC, 87/308/EEC and European Standard EN 55014.

Cet appareil est conforme aux Directives 76/889/CEE et 87/308/CEE, ainsi qu'à la Norme Européenne EN 55014.

Dieses Gerät entspricht den Vorschriften der EG-Richtlinie 76/889/EWG, 87/308/EWG und der Europäischen Norm EN 55014.

Dette apparat overholder bestemmelserne i EF-direktiverne 76/889/EEC, 87/308/EEC og Europæisk Standard 55014.

Denna apparat motsvarar kraven i EG-direktiv 76/889/EG och 87/308/EG samt Europeisk Standard EN 55014.

Tämä laite noudattaa EY-direktiivejä 76/889/EEC, 87/308/EEC sekä Euroopan Standardia EN 55014.

Dette apparat etterkommer kravene i EF direktiv 76/889/EEC, 87/308/EEC og europeisk standard EN 55014.

Deze apparatuur voldoet aan de gestelde richtlijnen 76/889/EEC, 87/308/EEC en aan de europese norm EN 55014.

Questo apparecchio è conforme alle direttive CEE/76/889, CEE/87/308 e alla normativa Europea EN 55014.

Este aparato cumple los requisitos de las directivas 76/889/CEE, 87/308/CEE y la Norma Europea EN 55014. Se han incorporado filtros de línea para la eliminación de interferencias, según las especificaciones requeridas.

Este aparelho está de acordo com os requisitos da Directiva 76/889/EEC, 87/308/EEC e Standard Europeu EN 55014.

"Η συσκευή αυτή συμφωνεί με τις απαιτήσεις των οδηγιών 76/889/EEC, 87/308/EEC και τα Ευρωπαϊκά Standard EN 55014."

Aparat ustreza zahtevam navodil 76/889/EGS, 87/308/EGS in evropskemu standardu EN 55014.

A berendezés megfelel a 76/889/EEC, a 87/308/EEC és az EN 55014 szabványok előírásainak.

Niniejsze urządzenie spelnia wymagania zaleceń 76/889/EEC, 87/08/EEC i normy europejskiej EM 55014.

Zařízení vyhovuje požadavkům předpisů 76/889/EEC, 87/308/EEC a evropské normě EN 55014.

Seade vastab EÜ normidele 76/889 EEC, 87/308 EEC ja Euroopa Standardile EN 55014.

Iekārta atbilst Eiropas Savienības direktīvu 76/889/EEC, 87/308/EEC un Eiropas standarta EN 55014 prasībām.

Šis aparatas atitinka direktyvų 76/889/EEC ir 87/308/EEC reikalavimus ir Europos standartus EN 55014.

Этот аппарат соответствует требованиям директив 76/889/EEC, 87/308/EEC и Европейского стандарта EN 55014.

Цей апарат відповідає вимогам директив 76/889/EEC, 87/308/EEC і Європейського стандарту EN 55014.

Copier 2.0

- Considerable effort has been made to make sure that this manual is free of inaccuracies and omissions.
- However, as we are constantly improving our products if you need an exact specification, please contact Canon.

Table of Contents

Chapter 2 Useful Copy Functions

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual, for explanations of procedures and restrictions, handling cautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates notes for operation or additional explanations. Reading these is highly recommended.

Keys Used in This Manual

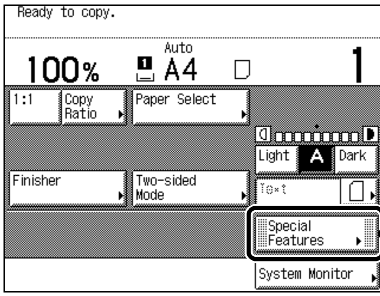
The following symbols and key names are used in this manual.

- Control panel keys ....
- Touch panel display keys .... [OK]

Displays Used in This Manual

Screenshots of the touch panel display used in this manual are those taken when the Finisher-J1, Cassette Feeding Unit-W1, Feeder (DADF-H1), and Printer Kit are attached to the iR3300. Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.
The keys which you should press are marked with ⬭ , as shown below. When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

1 Place the original, and press [Special Features]



Press this key for operation

Illustrations Used in This Manual

Unless otherwise noted, illustrations used in this manual are those taken when the Finisher-J1 and Cassette Feeding Unit-W1 are attached to the iR3300.

Basic Copying

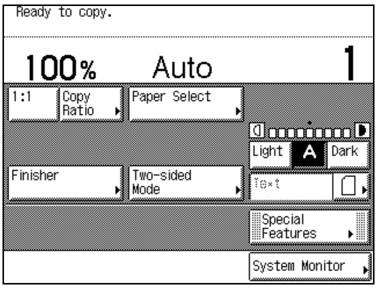
1
CHAPTER

This chapter describes the basic copy functions.

What the iR3300/iR2800/iR2200 Series Machine Can Do

Most operations of this machine are done from the touch panel display. To use the copy function of this machine, press keys in accordance with the messages displayed on the touch panel display.

Various Kinds of Copies



Copy Basic Features screen
The screen on the left, which appears when the machine is ready to make copies, is called the Basic Features screen.



See p. 1-17.

Press to select the paper features and the paper source.



See p. 1-27.

Press to make copies at a different copy ratio.







See p. 1-27.

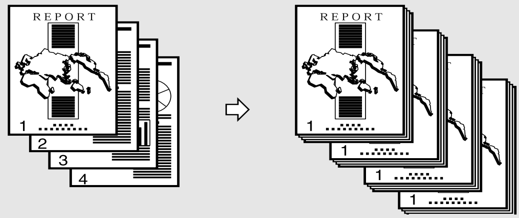
Press to make copies of the same size as the original.

Finisher

See p. 1-44.

Press to select or cancel Collate, Group, or Staple modes.

When you select [Collate].

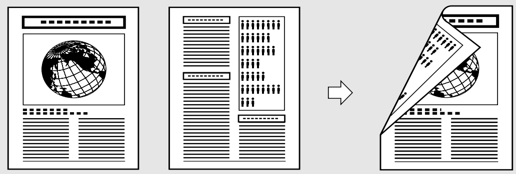


Two-sided Mode

See p. 1-58.

Press to select or cancel the Two-sided mode. You can copy one-sided/two-sided originals and facing pages of an original, such as books, on both the front and back sides of the paper, and make one-sided copies from two-sided originals.

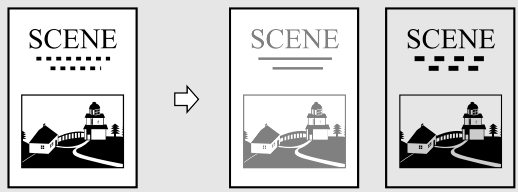
When you select [1 ▶ 2-Sided]



Light | A | Dark

See p. 1-22.

Press [Light]or [Dark] to manually control the copy exposure. Press [A] to select or cancel Auto Exposure Control.



Text

See p. 1-23.

Press to copy originals specifying the image quality (text only, text and photo, photo only). You can also select the type of photo (printed image/photo) when you set the Photo mode in Additional Functions beforehand.



Special Features

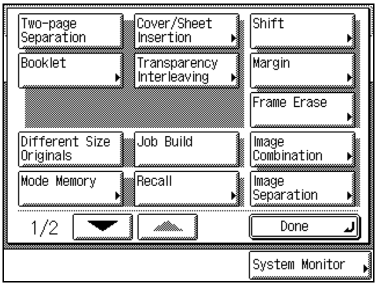
See Chapter 2.

Press to select the Special Features mode.

System Monitor

See the *Reference Guide*.

Press to check the progress of a copy job, change the order of printing, or cancel printing.



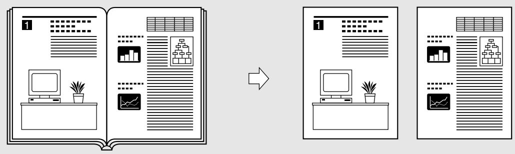
Special Features screen 1/2

The screen on the left, which appears on the touch panel display when you press [Special Features] in the Copy Basic Features screen, is called the Special Features screen. This screen is divided into screens, and pressing [▼] or [▲] displays the next/previous screen. The Special Features screen displays additional functions available for copying. In some cases, when a function is selected, a more detailed screen for the selected function appears.
To close the Special Features screen and return to the Basic Features screen, press [Done].
Pressing ? after selecting a function displays a help screen containing guidance information.
This is useful when you want to learn more about the function.

Two-page Separation

See p. 2-2.

Press to select or cancel the Two-page Separation mode. This mode enables you to copy facing pages of an opened book onto separate copy sheets of paper.

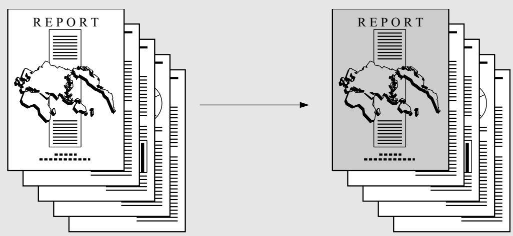


Cover/Sheet Insertion

See p. 2-4.

Press to add covers, or to add sheet insertions or chapter pages between specified pages.

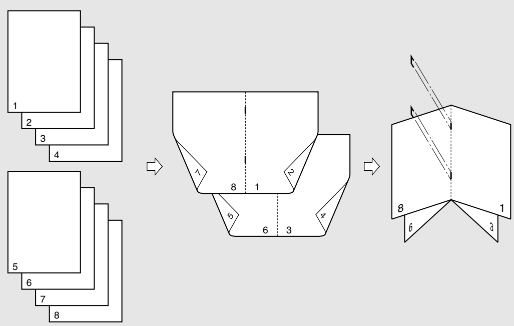
When you select [Front Cover]



Booklet

See p. 2-10.

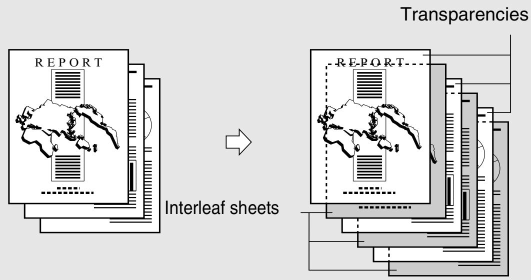
Press to make copies of several originals to form a booklet.



Transparency Interleaving

See p. 2-14.

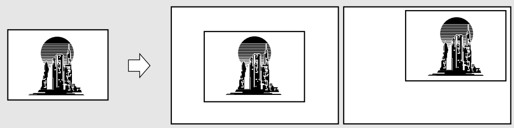
Press to select or cancel the Transparency Interleaving mode. This mode enables you to insert a sheet between each transparency when copying transparencies. (You can make the same prints on the interleaf sheets as those on the transparencies.)



Shift

See p. 2-18.

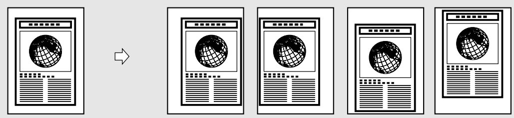
Press to select or cancel the Shift mode. This mode enables you to shift the position of the original image on the copy sheet.



Margin

See p. 2-22.

Press to select or cancel the Margin mode. This mode enables you to create margins along the sides of copies.



Frame Erase

See p. 2-25.

Press to select or cancel the Frame Erase mode. This mode enables you to eliminate dark border areas and lines that appear around original images, or shadows from punched holes.

When you select [Original Frame Erase]

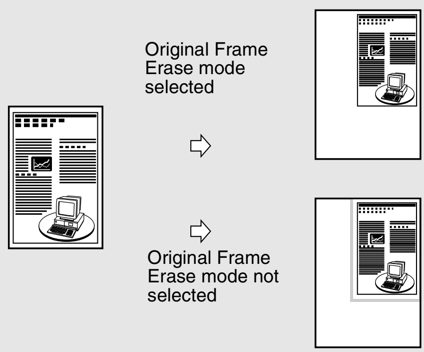


Image Combination

See p. 2-33.

Press to select or cancel the Image Combination mode. This mode enables you to automatically reduce two, four or eight originals to fit on a one-sided or two-sided copy sheet.

When you select [2 On 1]

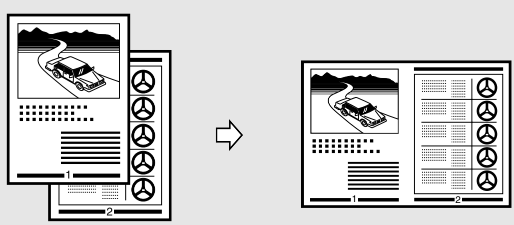
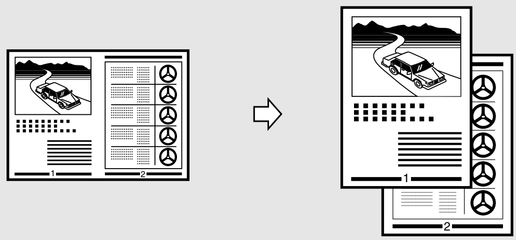


Image Separation

See p. 2-38.

Press to select or cancel the Image Separation mode. This mode enables you to divide an original into 2 or 4 sections and enlarge each section onto a copy sheet of a specified size.

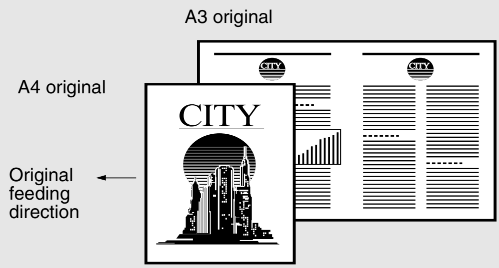
When you select [1 To 2]



[Different Size Originals]

See p. 2-42.

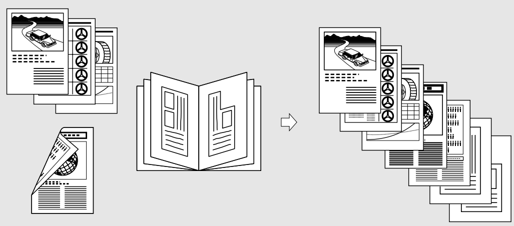
Press to make copies feeding different-size originals together in one group, by setting them in the feeder.



[Job Build]

See p. 2-44.

Press to divide the originals into several parts and scan them, then print them all together. This is convenient when you cannot load all of the originals that you want to copy at one time.



[Mode Memory]

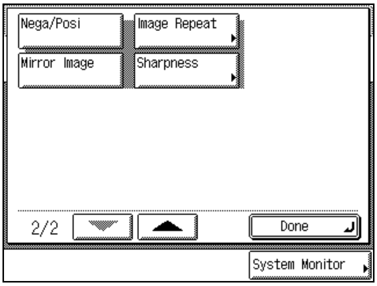
See p. 2-47.

Press to store or recall copy mode.

[Recall]

See p. 2-56.

Press to recall previously set copy jobs.



Special Features screen 2/2

Nega/Posi

See p. 2-57.

Press to make copies with the entire black/white image inverted.

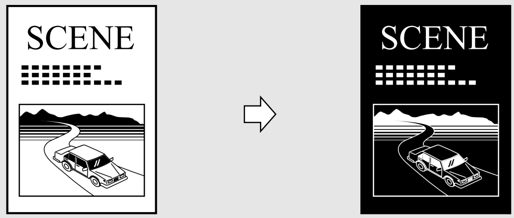
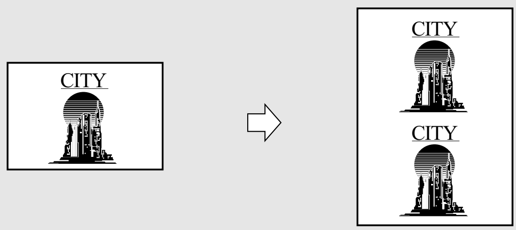


Image Repeat

See p. 2-58.

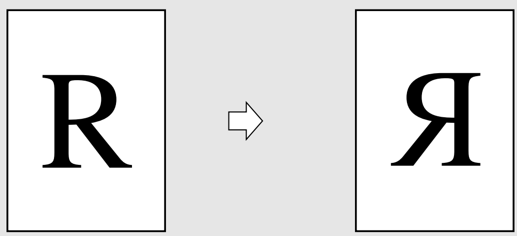
Press to copy an original with the image repeated in the vertical or horizontal direction.



Mirror Image

See p. 2-61.

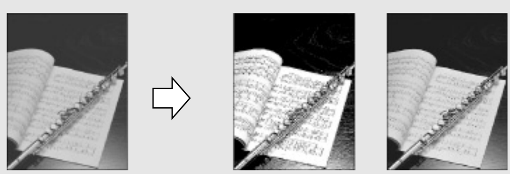
Press to copy the image of the original reversed as a reflection in the mirror.



Sharpness

See p. 2-63.

Press to select or cancel the Sharpness mode. This mode enables you to make copies of original images reproduced with sharper or softer contrast.



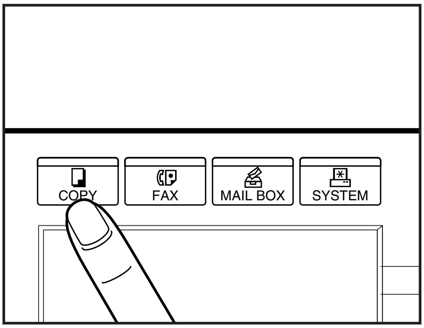
Flow of Copy Operations

This section describes the flow of basic copy operations.

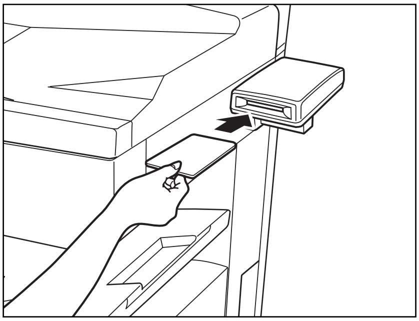
NOTE

- *For the following items, see the Reference Guide:*
  - *Main power and control panel power*
  - *Routine maintenance*

1 **Press [COPY].**



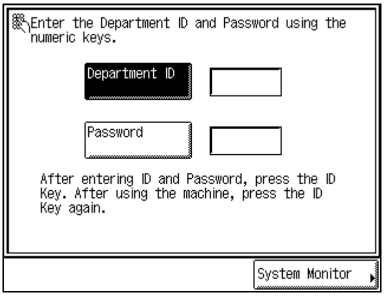
If the message "You must insert a control card" appears, insert a control card. (See the *Reference Guide*.)



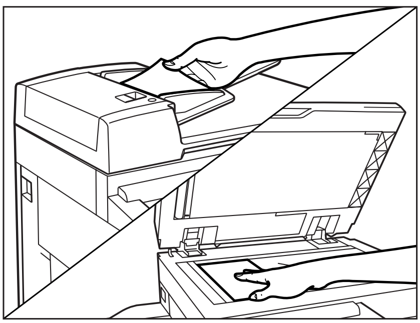
1

Basic Copying

If the message “Enter the Department ID and Password using the numeric keys.” appears, enter the Department ID and Password. (See the *Reference Guide*.)



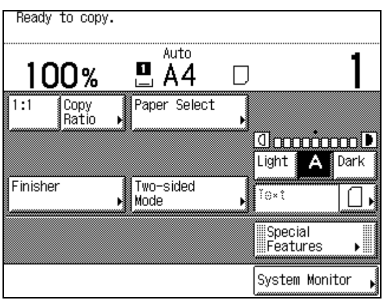
2 Place your original.



NOTE

- *For instructions on placing the original, see the Reference Guide.*
- *When Auto Collate is set to [On], the Collate (Offset Collate) mode is automatically set when the original is placed in the feeder. (See ‘Setting Automatic Collate On/Off’, on p. 3-5.)*

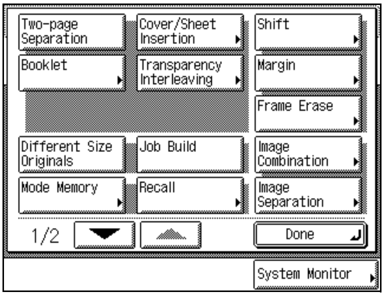
3 Set the copy mode in the Basic Features screen.



NOTE

- *In the Basic Features screen, you can select the paper size, the copy exposure and image quality settings, the copy ratio, the two-sided mode, and the desired collating function.*

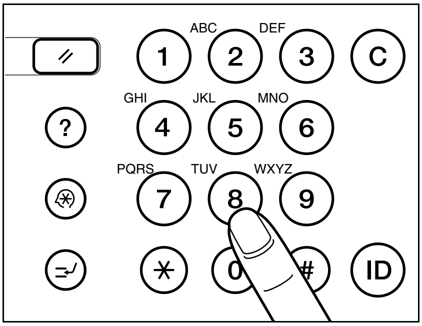
4 Set the desired copy mode in the Special Features screen.



The Special Features screen is divided into two screens. Press [▼] or [▲] to select the desired mode.

You can continue setting other available modes. (See 'Useful Copy Functions', in Chapter 2.)

5 Enter the copy quantity.

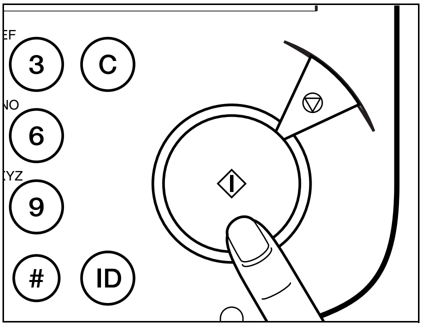


NOTE

- *For instructions on setting the number of copies, see 'Entering the Copy Quantity', on p. 1-15.*

1
Basic Copying

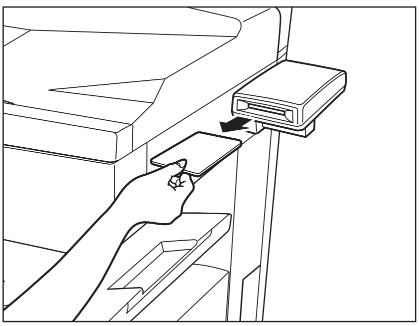
6 Press (Start).



Copying starts.

When scanning is completed, remove the original.

If the optional Card Reader-C1 is attached, remove the control card. (See the *Reference Guide*.)



If you have set the Department ID Management, press (ID). (See the *Reference Guide*.)

IMPORTANT

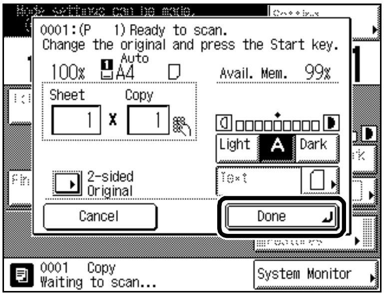
- *While copying, you cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio.*

NOTE

- *If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is completed.*

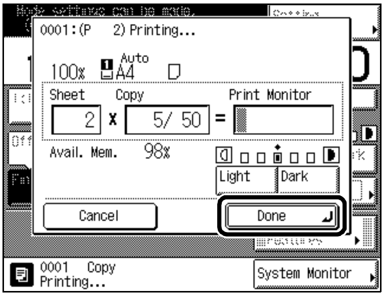
- **When the following screen is displayed:**

  Follow the instructions in the screen, and press ◈ once for each original. When scanning is completed, press [Done].



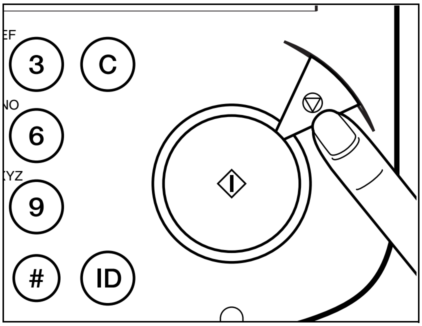
- **When you want to copy a different original while printing:**

  Press [Done], and place your originals. Then press ◈. (See 'Reserved Copying', on p. 1-68.)



● **When you want to stop a copy job:**

Press [Stop key icon].



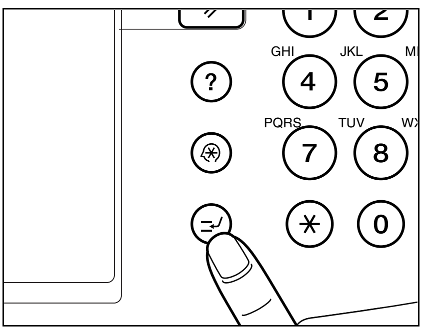
For instructions on cancelling a copy job, see the *Reference Guide.*

NOTE

- *After you have pressed [Stop key icon], several copies may be output from the machine.*
- *You can also stop a copy job in the System Monitor screen. (See the Reference Guide.)*

● **When you want to interrupt a copy job:**

To interrupt a copy job when you need to make priority copies, press [Interrupt key icon].



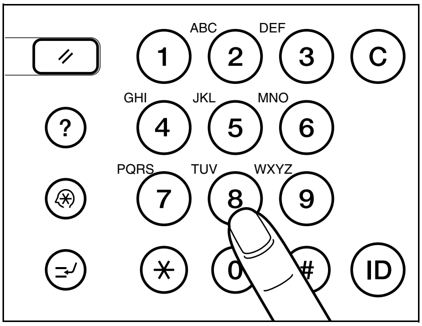
For instructions on explaining how to interrupt a copy job, see ‘Interrupting the Current Job to Make Priority Copies (Interrupt Mode)’, on p. 1-70.

Entering the Copy Quantity

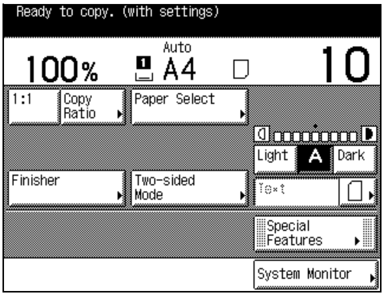
The machine allows up to 999 copies to be made. The maximum number of copies allowable can be changed. For details, contact your service representative.

Specifying the Required Number of Copies

1 Press (0) - (9) (numeric keys) to enter the desired copy quantity (1 to 999).



The copy quantity appears on the upper right side of the Basic Features screen.



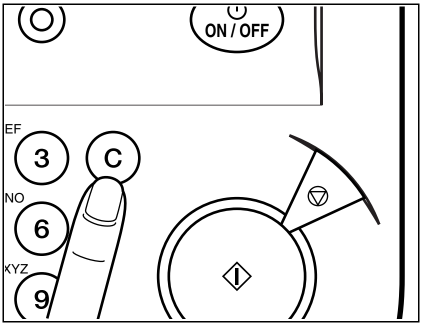
The maximum allowable copy quantity varies according to the copy job settings.

IMPORTANT

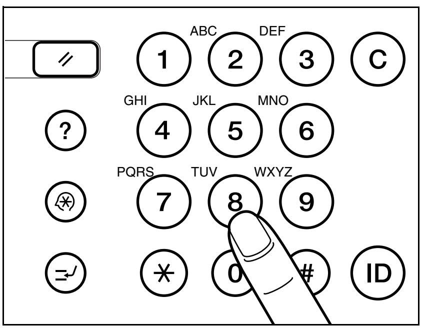
- *You cannot change the copy quantity while copying.*

Changing the Copy Quantity

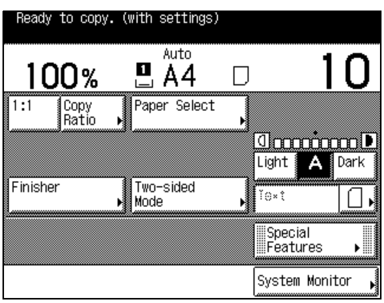
1 **Press ⓒ to clear the entered number.**



2 **Press ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 999).**



The copy quantity appears on the upper right side of the Basic Features screen.



IMPORTANT

- *You cannot change the copy quantity while copying.*

Selecting the Copy Paper Size (Paper Select)

You can set the machine to automatically select the paper size, or you can specify the paper size for a copy job.

NOTE

- *When copying an original onto the same size paper at a 100% copy ratio, the periphery of the original may be cut slightly on the copy. For details of the size of the non-image areas, see the Reference Guide.*
- *If you select the Entire Image mode, the copied image is automatically reduced slightly based on the paper size and the image size. As a result, the entire original image is reproduced on paper without being trimmed. (See 'Slightly Reducing Images to Prevent the Original from Being Trimmed (Entire Image)', on p. 1-33.)*
- *For instructions on setting paper in the stack bypass, see the Reference Guide.*

Automatic Paper Selection (Auto Paper Selection)

The machine automatically selects copy paper.

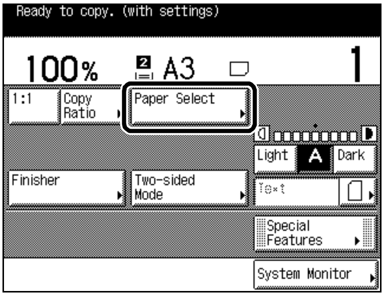
IMPORTANT

- *When the machine is operating in the Automatic Paper Selection mode, you cannot use the Auto Copy Ratio, XY Auto Copy Ratio, Rotate Collating, Rotate Grouping, Saddle Stitch, Booklet, Image Combination, Image Separation, or Image Repeat (Auto) modes.*
- *When the machine is operating in the Different Size Originals mode in combination with the Shift mode or the Cover/ Sheet Insertion mode, you cannot use the Automatic Paper Selection mode.*
- *You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.*
  - *Non-standard size originals*
  - *Highly transparent originals such as transparencies*
  - *Originals with an extremely dark background*
  - *Originals smaller than A5 in size*

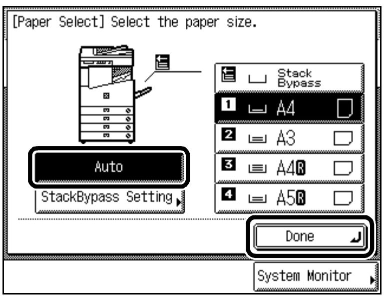
NOTE

- *The default setting is [Auto].*
- *When the Drawer Eligibility for APS/ADS of the paper drawers in the Common Settings is set to [Off], you cannot make copies in the Automatic Paper Selection mode. (See the Reference Guide.)*

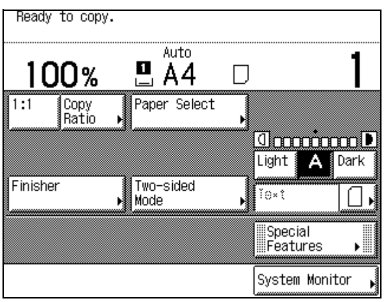
1 Place your original, and press [Paper Select].



2 Select [Auto], and press [Done].



The following screen is displayed.



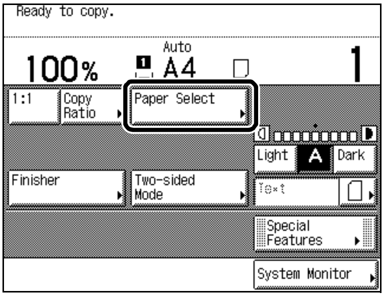
3 Press .

Copying starts.

Specifying Paper Size/Type (Manual Paper Selection)

You can make copies after selecting the paper size and type (colour, recycled, etc.) of paper loaded in the paper drawer.

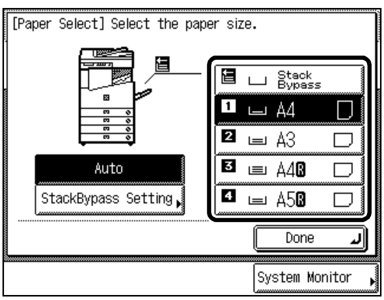
1 Place your originals, and press [Paper Select].



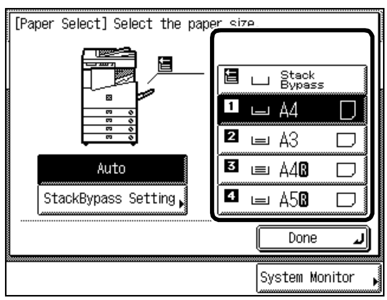
NOTE

- *The default setting is [Auto].*

2 Select the desired paper size.



When Finisher-J1 is attached



When Saddle Finisher-G1 and Paper Deck-L1 are attached

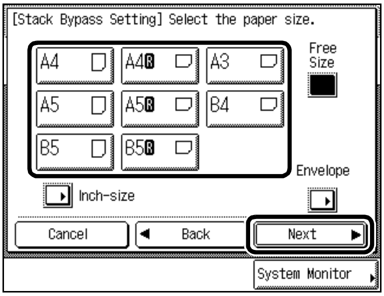
To select the stack bypass when paper is fed from the stack bypass for the current job or reserved job, press [Stack Bypass Setting].

NOTE

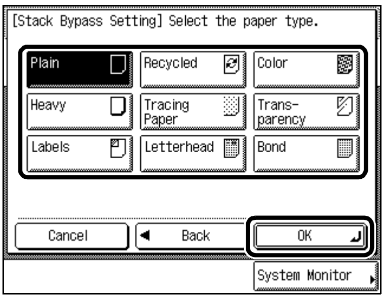
- *The paper sizes are displayed in the order in which they are loaded in the paper drawers.*
- *▯ displayed on the touch panel indicates that the paper is set vertically; ▭ indicates that the paper is set horizontally. Paper sizes with the suffix "R" (such as A4R) indicate paper placed in the paper drawer or the stack bypass horizontally.*
- *The paper sizes which are loaded in the paper drawers are shown on the display.*
- *The paper type (colour, recycled) loaded in the paper drawers is indicated by the displayed icons. (See the Reference Guide.)*

- **When you select [Stack Bypass Setting] :**

Select the paper size, and press [Next].



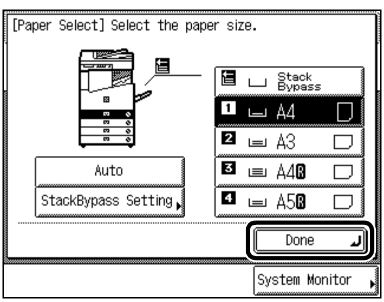
Select the paper type, and press [OK].



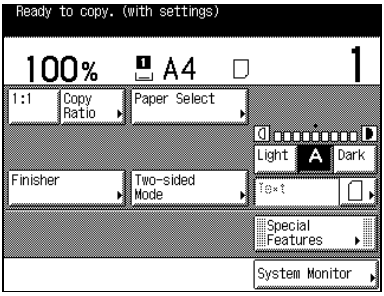
NOTE

- *When placing paper other than a standard size, press [Free Size].*
- *When loading envelopes, press [Envelope].*
- *To select the inch paper size, press [Inch-size].*

3 Press [Done].



The display returns to the Basic Features screen, and the selected paper size is displayed.



4 Press (Start).

Copying starts.

NOTE

- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Adjusting Exposure and Image Quality

The exposure and image quality can be adjusted when the original is scanned.

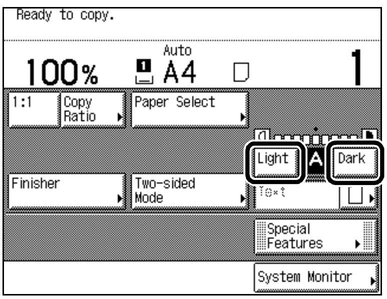
NOTE

- *You can also change the exposure while printing. (See 'Changing the Copy Exposure During Printing', on p. 1-26.)*

Adjusting Copy Exposure

You can manually adjust the exposure to the most appropriate level for the original.

1 Place your originals, and press [Light] or [Dark].



Move the indicator above [Light] and [Dark] to the left to make the exposure lighter or to the right to make the exposure darker.

2 Press .

Copying starts.

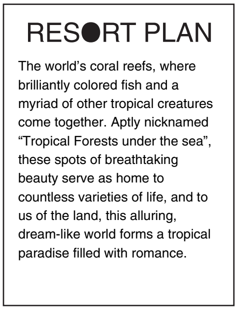
NOTE

- *To cancel all settings and return the machine to the Standard mode, press .*

Selecting Image Quality

You can adjust image quality to the level best suited to the quality of text or photo originals. The following three modes are available for adjusting image quality:

Text mode



Text/Photo mode

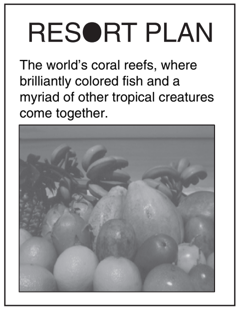
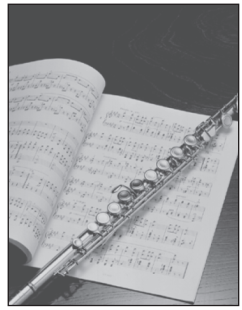


Photo mode



IMPORTANT

- *Combinations of these three modes (Text mode, Text/Photo mode and Photo mode) cannot be set. If you select one of these modes, the previously set mode is cancelled.*

NOTE

- *When you select the Text, Text/Photo, or Photo mode, the exposure can be adjusted only by the Manual Exposure Control. Automatic Exposure Control cannot be selected.*
- *When "Photo Mode" in Copy Settings is [On], you can select [Printed Img.] or [Photo]. (See 'Setting the Photo Mode of the Copy Function', on p. 3-9.)*
- *If the original is a transparency, select the Text, Text/Photo, or Photo mode and adjust the exposure to the most appropriate level.*

■ Text Mode

This mode is best suited for making copies from text originals. Blueprints or penciled originals can be copied clearly.

■ Text/Photo Mode

This mode is best suited for making copies from originals containing both text and photos.

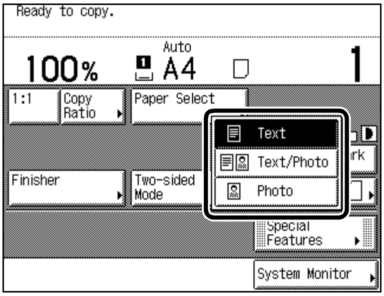
■ Photo Mode

This mode is best suited for making copies from photos printed on photographic paper, or photo originals containing halftones (i.e., printed photos).

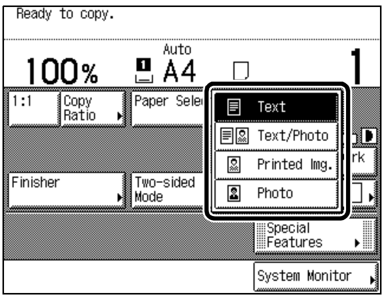
IMPORTANT

- *If you make copies of an original containing halftones, such as a printed photograph using the Photo mode, then moire may occur. If this happens, you can soften the moire effect by using the Sharpness mode. (See 'Making Sharp Contrast Copies (Sharpness)', on p. 2-63.)*

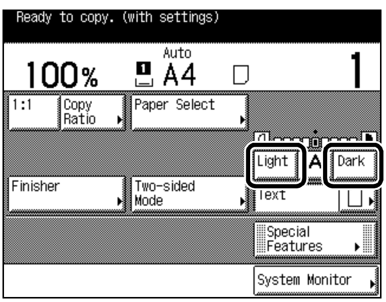
1 Place your originals, press [Text], and select the type of original (Text, Text/Photo, or Photo).



When “Photo Mode” in Copy Settings is set to on, you can select [Printed Img]. or [Photo]. (See ‘Setting the Photo Mode of the Copy Function’, on p. 3-9.)



2 Press [Light] or [Dark] to adjust the copy exposure.



Move the indicator above [Light] and [Dark] to the left to make the exposure lighter or to the right to make the exposure darker.

3 Press .

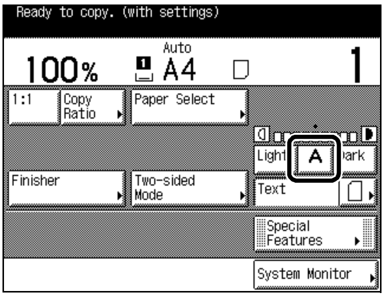
Copying starts.

NOTE

- *To cancel the copy exposure setting, press [A].*
- *To cancel all settings and return the machine to the Standard mode, press .*

Automatic Adjustment of Exposure and Image Quality

1 Place your originals, and press [A].



The exposure is automatically adjusted to the level best suited to the quality of the original.

NOTE

- *When scanning transparencies, adjust exposure using [Light] or [Dark] as the automatic exposure control may not operate correctly on transparent originals.*

2 Press .

Copying starts.

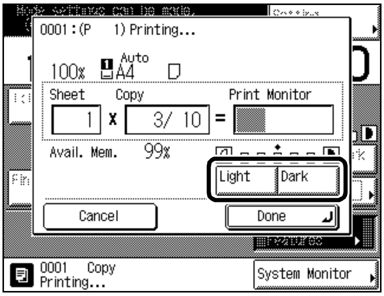
NOTE

- *To cancel all settings and return the machine to the Standard mode, press .*

Changing the Copy Exposure During Printing

The copy exposure can be changed during printing.

1 Press [Light] or [Dark], in the screen displayed during printing.



Move the indicator above [Light] and [Dark] to the left to make the exposure lighter, or to the right to make the exposure darker.

The printing exposure changes, and when printing is completed, the display returns to the Basic Features screen.

Adjusting the exposure after printing has started produces a different result than adjusting the exposure before scanning the original.

Changing the Copy Ratio (Copy Ratio)

You can set the machine to adjust the copy ratio automatically, or to specify the copy ratio for a job.

NOTE

- *If you want to make copies at the copy ratio of 100%, press [1:1].*

Enlarging/Reducing Originals to a Standard Size (Preset Zoom)

You can enlarge or reduce standard size originals to a standard paper size.

IMPORTANT

- *Place your originals horizontally in the following cases:*
  - *When enlarging A4-size originals to A3-size paper.*
  - *When enlarging A5-size originals to A3-size paper.*
- *When reducing A3-size originals to A4-size with Image Orientation Priority set to [Off], place A4R-size paper in the paper drawer or stack bypass.*

NOTE

- *Placing an original horizontally means setting the original with the longer side sideways.*

■ **Reduce**

The copy ratio set when making reduced copies is as follows:
--A3 → A4 (70%)
--A3 → A5 (50%)
--Minimum (25%)

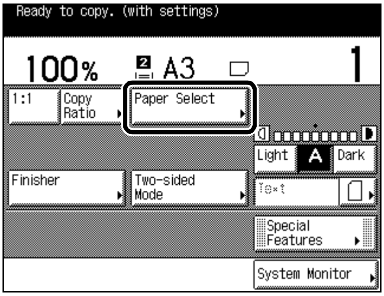
■ **Enlarge**

The copy ratio set when making enlarged copies is as follows:
- Maximum (800%)
(400%)
- A5 → A3 (200%)
- A4 → A3 (141%)

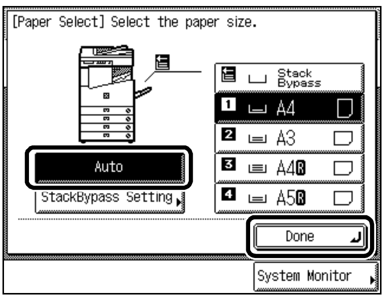
NOTE

- *The copy ratio of 800% is available only when the original is placed on the platen glass.*

1 Place your original, and press [Paper Select].



2 Select [Auto], and press [Done].

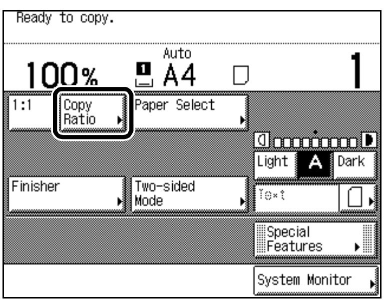


The display returns to the Basic Features screen.

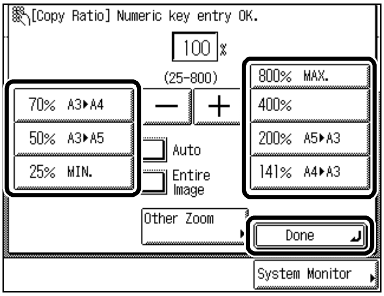
NOTE

- *The default setting is [Auto].*

3 Press [Copy Ratio].



4 **To reduce, select a reduction ratio. To enlarge, select an enlargement ratio. Following your selection, press [Done].**



The display returns to the Basic Features screen, and the selected copy ratio is displayed.

5 **Press ◇.**

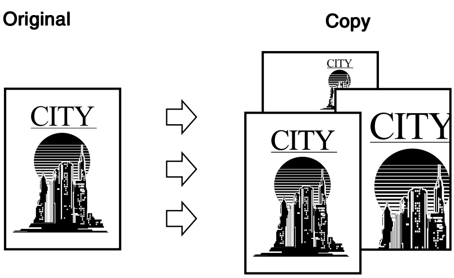
Copying starts.

NOTE

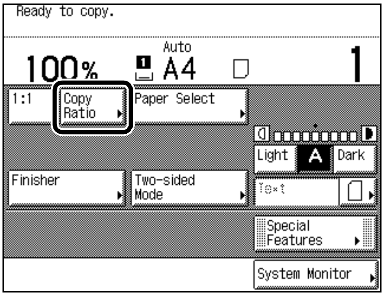
- *To return the copy ratio to 100%, press [1:1].*
- *To cancel all settings and return the machine to the Standard mode, press ⟋.*

Specifying the Copy Ratio by % (Zoom Designation)

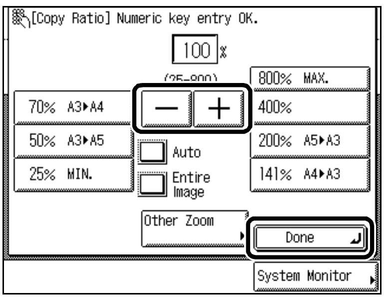
You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.



1 Place your original, and press [Copy Ratio].



2 Set a copy ratio by pressing [–] or [+], and press [Done].



You can also use 0 - 9 (numeric keys) to input the value. Even if you entered the ratio with 0 - 9 (numeric keys), you can change the entered values with [–] or [+].

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

If you specify values outside the range which can be set, a message telling you to set a value within the appropriate range is displayed.

NOTE

- *If you make a mistake when entering values, press C, and enter the correct value.*

3 Press (Start).

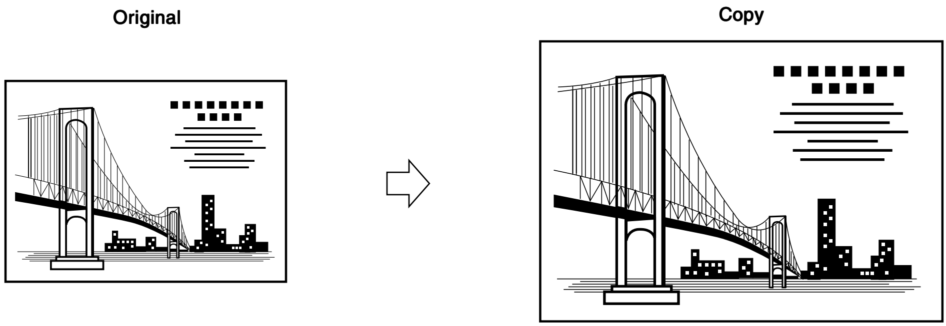
Copying starts.

NOTE

- *To return the copy ratio to 100%, press [1:1].*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto)

The machine automatically selects the appropriate copy ratio based on the size of the original and the selected paper. The available copy ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.



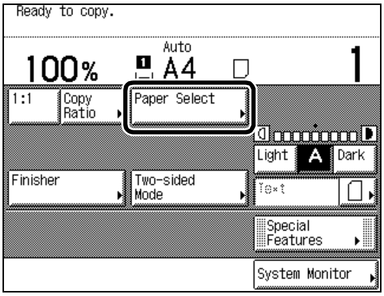
IMPORTANT

- *You cannot use the Auto mode with Automatic Paper Selection.*
- *You cannot copy highly transparent originals, such as transparencies, in the Auto mode. Use the Preset Zoom or Zoom Designation modes.*
- *To use the Auto mode, your originals must conform to a standard paper size.*
- *The paper sizes that can be used with Auto are A3, A4, A4R, A5, A5R.*

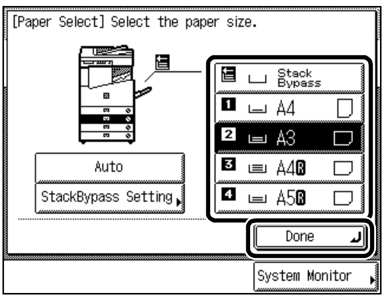
NOTE

- *If an error occurs between the Auto copy ratio and the actual copy size, you can perform an adjustment with the Zoom Fine Adjustment function. (See the Reference Guide.)*

1 Place your original, and press [Paper Select].



2 Select the paper size, and press [Done].

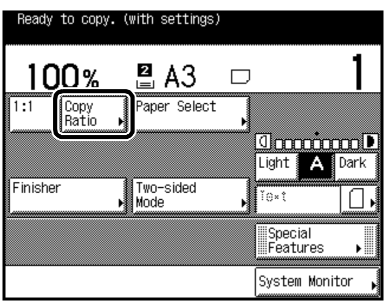


The display returns to the Basic Features screen.

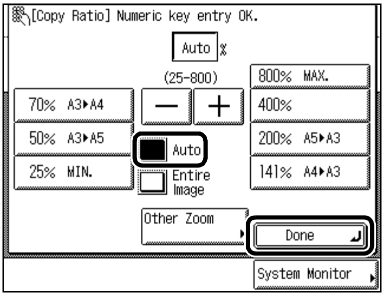
IMPORTANT

- *Select a paper size other than [Auto]. If not, the copy ratio will be automatically set to the size of the paper loaded in the top paper drawer.*

3 Press [Copy Ratio].



4 Press [Auto], and press [Done].



The specified mode is set and the display returns to the Basic Features screen.

5 Press (Start).

Copying starts.

NOTE

- *To return the copy ratio to 100%, press [1:1].*
- *To cancel the setting, press [Copy Ratio] → [Auto] in this order.*
- *If the original is placed on the platen glass, the zoom ratio appears when the feeder is lowered, provided that the original size can be detected.*
- *If the original is placed in the feeder, the zoom ratio appears when (Start) is pressed.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

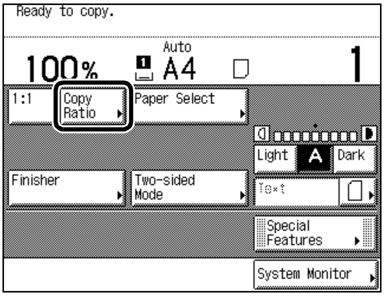
Slightly Reducing Images to Prevent the Original from Being Trimmed (Entire Image)

When copying an original onto identically sized copy paper at a 100% ratio, the original image may be trimmed slightly on the copy. However, if you set the Entire Image mode, the image is slightly reduced proportional to the paper and image size. As a result, the entire image is copied without being trimmed.

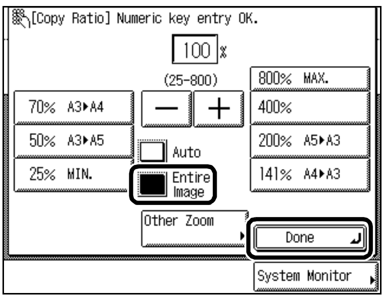
IMPORTANT

- *When the machine is operating in the Entire Image mode, you cannot use the Booklet, Frame Erase, Image Combination, Image Separation, Image Repeat, or Mirror Image modes.*

1 Place your originals, and press [Copy Ratio].



2 Press [Entire Image], and press [Done].



The specified mode is set and the display returns to the Basic Features screen.

3 Press ⓞ.

Copying starts.

NOTE

- *To cancel the setting, press [Copy Ratio] →[Entire Image], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press* ▭.

Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Program)

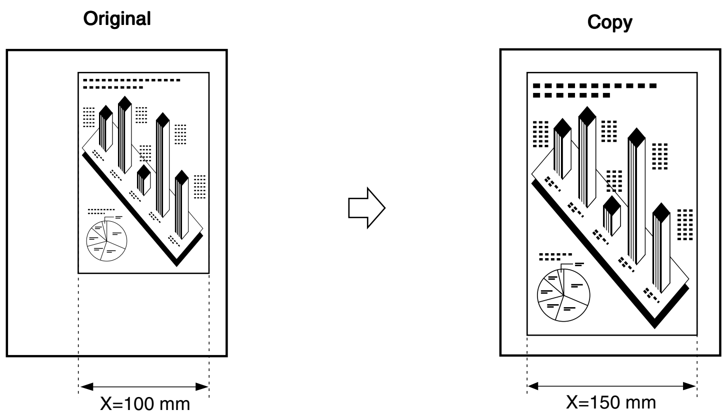
You can change the copy ratio by specifying the original size and paper size in inches. The available copy ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder. The following two Zoom Programme modes are available.

NOTE

- *The specified sizes are converted to the copy ratio (%) as follows:*
  - *Copy ratio (%) = (copy size / original size) x 100*

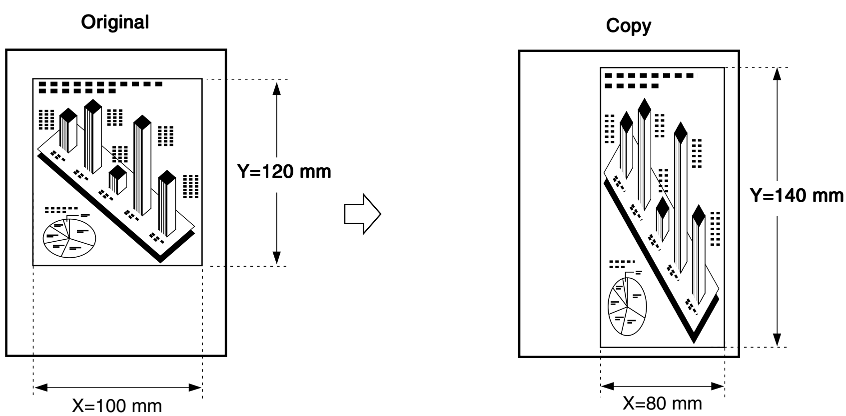
■ Making Copies with the Same XY Copy Ratio (Zoom)

Specify the same copy ratio for the vertical and horizontal directions.



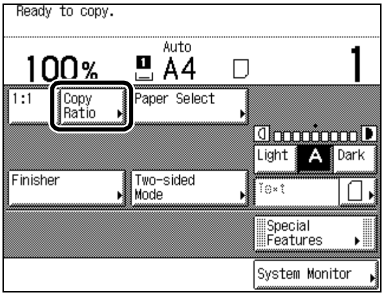
■ Making Copies with Different XY Copy Ratios (XY Zoom)

Specify different copy ratios for the vertical and horizontal directions.

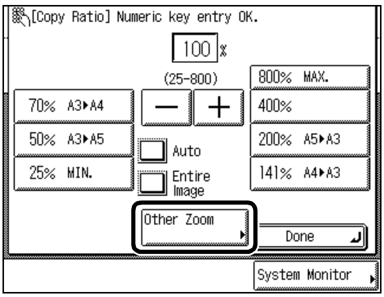


Making Copies with the Same XY Copy Ratio (Zoom)

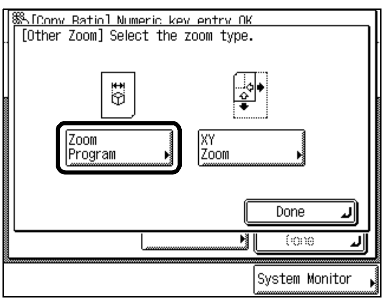
1 **Place your originals, and press [Copy Ratio].**



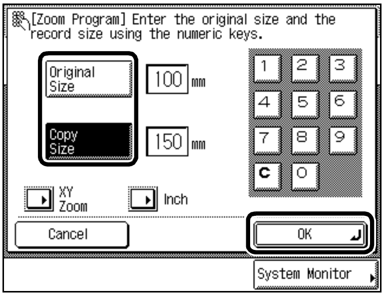
2 **Press [Other Zoom].**



3 **Press [Zoom Program].**



4 Press [Original Size] and enter the original size → press [Copy Size] and enter the copy size → press [OK].



When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) to enter numbers and Ⓒ to clear your entries.

The display returns to the Basic Features screen, and the specified copy ratio is displayed.

If the copy ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 800%, a message appears telling you that the ratio will be adjusted to 800%.

NOTE

- *When the copy ratio is larger than 400%, place the original on the platen glass.*
- *If you make a mistake when entering values, press* [C]*, and enter the correct value.*
- *To specify the sizes of the horizontal direction (X) and the vertical direction (Y) independently, press [XY Zoom].*
- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See the Reference Guide.)*
- *For details of how to enter the values in inches, see the Reference Guide.*

5 Press (Start).

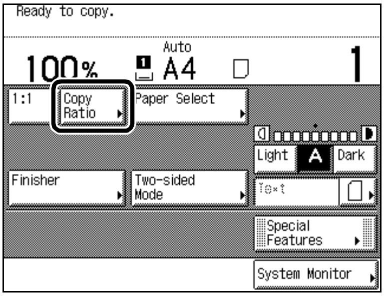
Copying starts.

NOTE

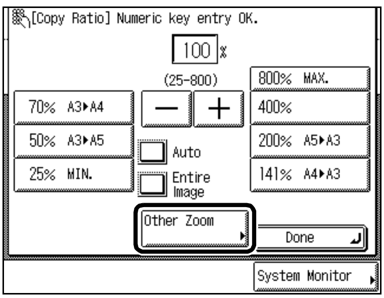
- *To return the copy ratio to 100%, press [1:1].*
- *To cancel the setting, press [Copy Ratio] → [Other Zoom] → [Zoom Program] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Making Copies with Different XY Copy Ratios (XY Zoom)

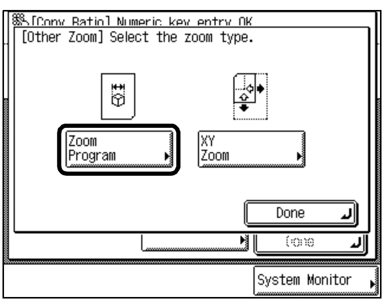
1 **Place your originals, and press [Copy Ratio].**



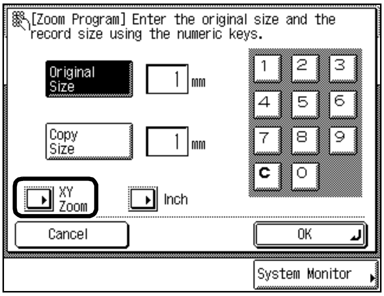
2 **Press [Other Zoom].**



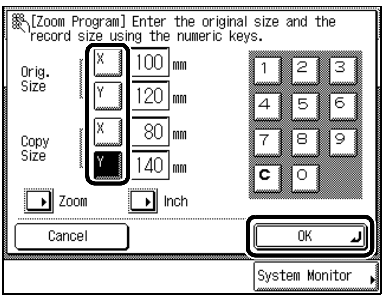
3 **Press [Zoom Program].**



4 Press [XY Zoom].



5 Enter each value for both the original and copy size, after pressing [X] (horizontal direction) and [Y] (vertical direction). Then press [OK].



When entering values in millimetres, you can use 0 - 9 (numeric keys) to enter numbers and C to clear your entries.

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

If the copy ratio is less than 25%, a message appears telling you that the copy ratio will be adjusted to 25%. If it is more than 800%, a message appears telling you that the ratio will be adjusted to 800%.

NOTE

- *When the ratio is larger than 400%, place the original on the platen glass.*
- *If you make a mistake when entering values, press* C*, and enter the correct value.*
- *To set the same values for the X and Y axes, press [Zoom].*
- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See the Reference Guide.)*
- *For details of how to enter the values in inches, see the Reference Guide.*

6 Press ⓥ.

Copying starts.

NOTE

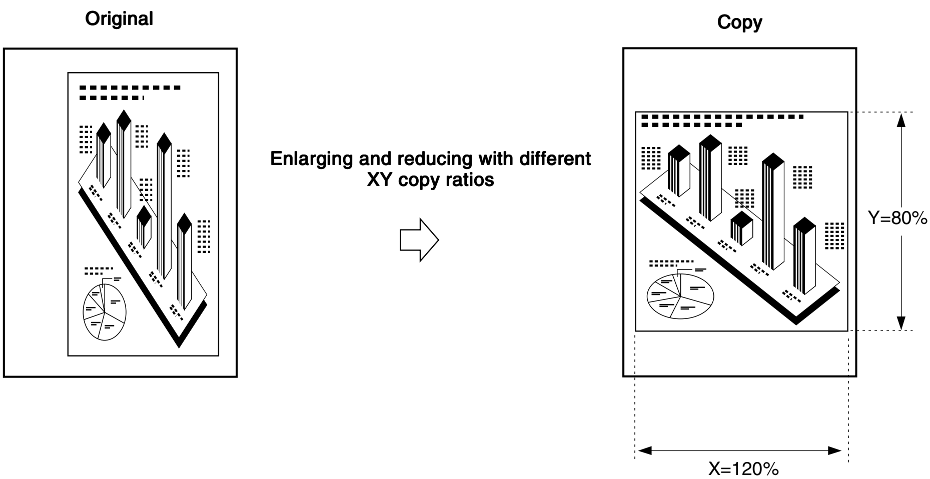
- *To return the copy ratio to 100%, press [1:1].*
- *To cancel the setting, press [Copy Ratio] → [Other Zoom]→[Zoom Program] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⓡ.*

Enlarging/Reducing Originals with Copy Ratios Set Independently for X and Y Axes (XY Zoom)

If you set the XY Zoom mode, you can make enlarged or reduced copies with different XY copy ratios. The available copy ratios are from 25% to 800% when the original is placed on the platen glass, and from 25% to 400% when the original is placed in the feeder.

■ Manually Specifying the Copy Ratio (XY Zoom)

You can manually specify the XY copy ratios in 1% increments.

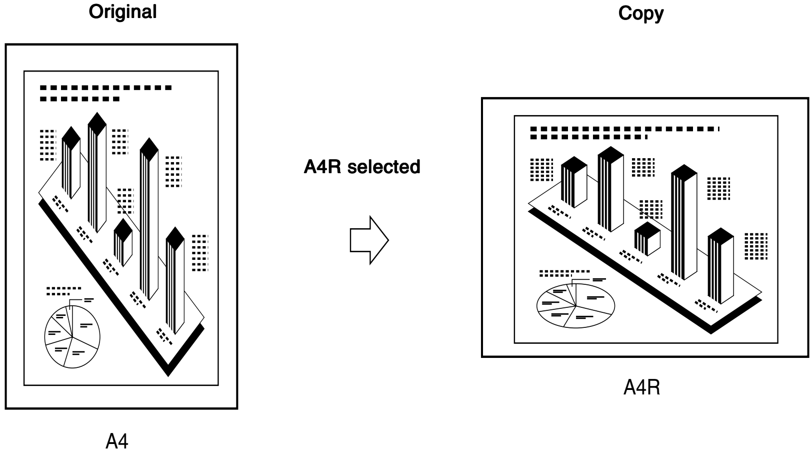


NOTE

- *If you set the copy ratio with the XY Zoom mode, the copy image computed from the original size and copy ratio is automatically rotated and copied to suit the size of the selected paper.*

■ Automatically Specifying the Copy Ratio (Auto XY Zoom)

The XY copy ratio is automatically set to suit the size of the selected paper.



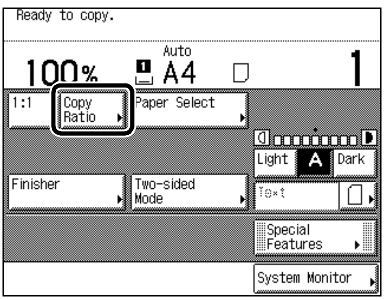
IMPORTANT

- *You cannot copy highly transparent originals, such as transparencies, in the Auto XY Zoom mode. To make such copies, specify the copy ratio.*
- *If you set the Auto XY Zoom mode, select the paper size by the Manual Paper Selection mode. If you do not select the paper size, the copy ratio is automatically set to the size of the paper set in the top paper drawer.*
- *When you set the copy ratio in the Auto XY Zoom mode, Auto Orientation is not performed.*

NOTE

- *If you specify a magnification of smaller than 25%, a message appears telling you to set it to 25%. If you specify a magnification of larger than 800%, a message appears telling you to set it to 800%.*
- *If an error occurs between the Auto XY Zoom copy ratio and the actual copy size, you can perform an adjustment of this with the Zoom Fine Adjustment function. (See the Reference Guide.)*

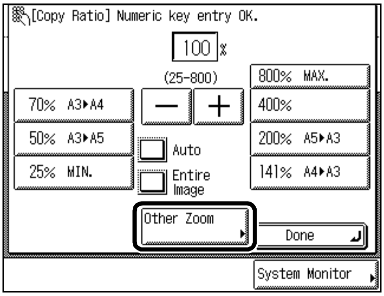
1 Place your originals, and press [Copy Ratio].



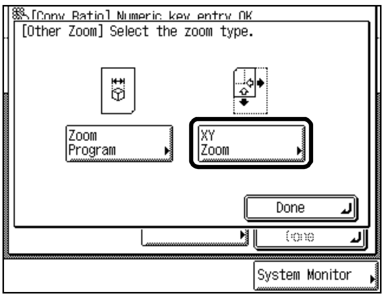
NOTE

- *When the ratio is larger than 400%, place the original on the platen glass.*

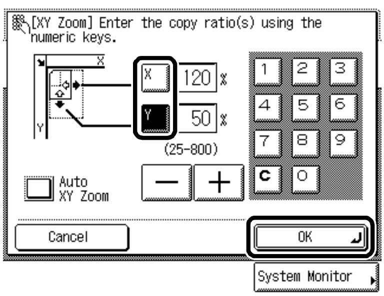
2 Press [Other Zoom].



3 Press [XY Zoom].



4 Enter each value for X and Y after pressing [X] and [Y]. Then press [OK].



You can also use ⓪ - ⑨ (numeric keys) to input the value. Even if you entered the copy ratio with ⓪ - ⑨ (numeric keys), you can change the entered values with [–] or [+].

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

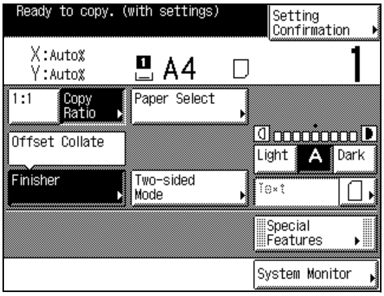
If you specify values outside the range which can be set, a message appears telling you to set the appropriate value.

IMPORTANT

- *When you select [Auto XY Zoom], you cannot use “Auto” for a paper size. If no paper size is specified, the copy ratio is automatically set to the size of the paper in the top paper drawer.*

NOTE

- *If you make a mistake when entering values, press [C], and enter the correct value.*
- *When you select [Auto XY Zoom] in the following cases, “X: Auto%” and “Y: Auto%” are displayed as the copy ratios in the Basic Features screen.*
  - *When the original is placed in the feeder*
  - *When the original whose size cannot be detected is placed on the platen glass*



5 Press ⊙.

Copying starts.

NOTE

- *To return the copy ratio to 100%, press [1:1].*
- *To cancel the setting, press [Copy Ratio] → [Other Zoom]→ [XY Zoom] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press* ⌧*.*

Collating Copies (Finisher)

The Finisher mode can be selected to collate the copies in various ways by pages or copy sets.

NOTE

- *When envelopes, tracing paper, transparencies, or labels are selected, Finisher functions cannot be set.*
- *When heavyweight paper is selected, the Staple or Hole Punch mode cannot be set.*

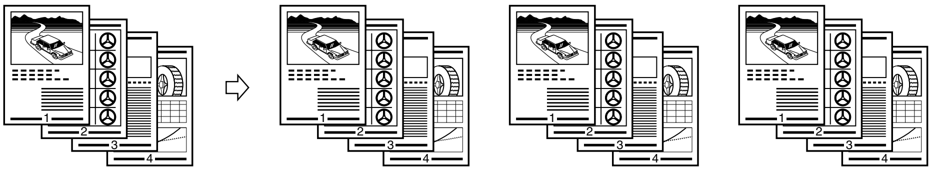
Below is a list of finishing functions and paper sizes available for each optional unit.

Optional units	Offset	Rotate	Staple			Hole Punch
			Corner	Double	Saddle Stitch	
None	–	× A4, A4R, A5, A5R	–	–	–	–
Finisher-J1	× A3, A4, A4R, A5	–	×*2 A3: 15 sheets; A4, A4R: 30 sheets	–	–	–
Inner 2way Tray-A1	–	× A4, A4R, A5, A5R	–	–	–	–
Copy Tray-F1						
Saddle Finisher-G1	×*1 A3, A4, A4R, A5	×*1 A4, A4R, A5, A5R	× A3: 25 sheets A4, A4R: 50 sheets	× A3: 25 sheets A4, A4R: 50 sheets	× A3, A4R: 10 sheets	–
Puncher Unit-J1						× A3, A4, A4R: 2 holes
Puncher Unit-G1						× A3, A4: 4 holes

*1 If Tray A is selected as a designated tray in the Additional Functions → Common Settings → Tray Designation screen, Offset is applied. If it is not selected, Rotate is applied.
*2 Stapling position cannot be selected.

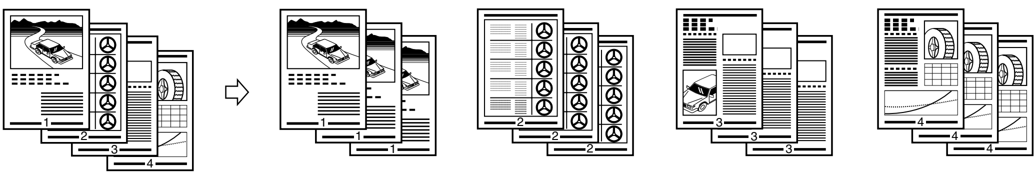
■ When "Collate" Is Set

Copies are automatically collated into sets arranged in page order, and output into the trays as follows:



■ When "Group" Is Set

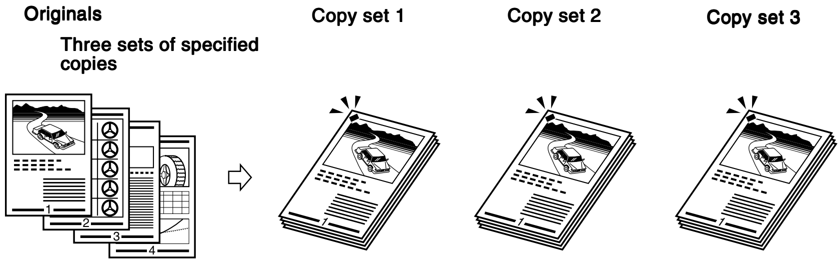
All copies of the same original page are automatically collated and grouped together, and output into the trays as follows:



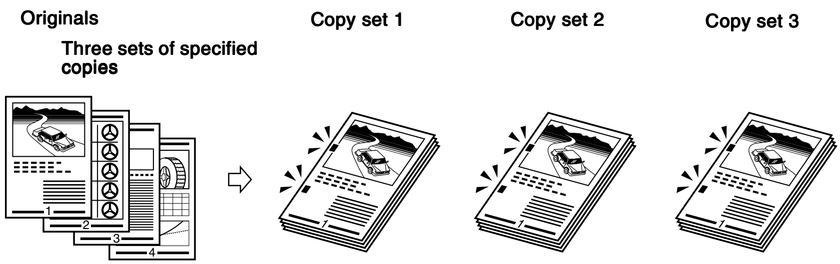
■ When “Staple” Is Set

Copies are automatically collated into sets arranged in page order, automatically stapled, and output into the trays, as shown below.

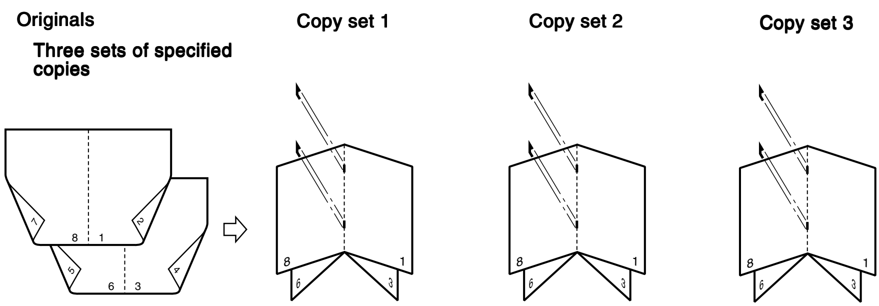
When you select [Corner] (Top Left)



When you select [Double] (Left)



When you select [Saddle Stitch]



IMPORTANT

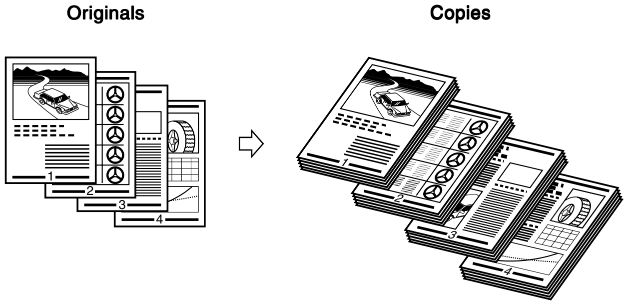
- *You cannot select the position to be stapled when the Finisher-J1 (option) is attached. (See the Reference Guide for staple position.)*
- *Folds may appear differently depending on the type or quantity of paper.*

NOTE

- *You must place the completed original as a Booklet, as shown in the above illustration. (See ‘Making Copies for Use as a Booklet (Booklet)’, on p. 2-10.)*
- *[Saddle Stitch] can only be set when the 1▶2-Sided or 2▶2-Sided mode is selected. (See ‘Two-sided Copying (Two-sided Mode)’, on p. 1-57.)*

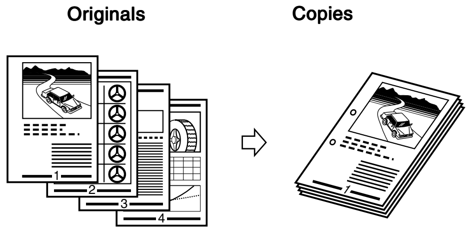
■ **When "Non-collate" Is Set**

When neither Collate, Group, nor Staple is set, copies are output into the trays as shown below.



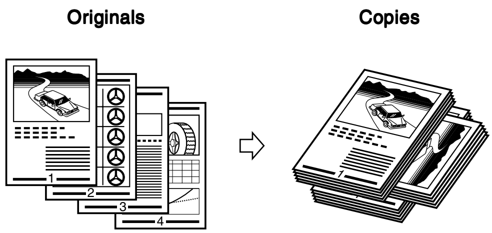
■ **When "Hole Punch" Is Set**

The machine punches holes in the copies.



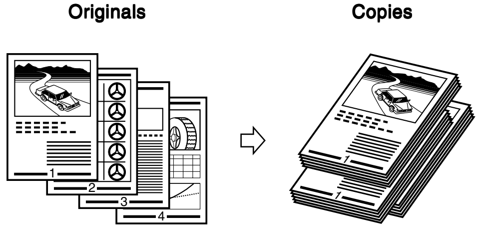
■ **When "Rotate" Is Set**

When originals of the same size are copied, the pages are aligned and the copy sets are output into the output trays in alternating directions.



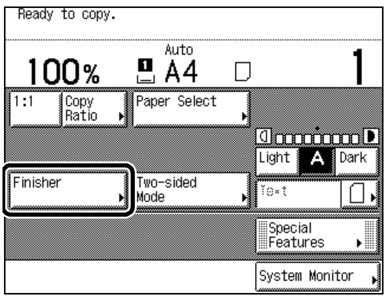
■ **When "Offset" Is Set**

Copies are shifted to the front and back, alternatively.



Collating Copies into Sets in Page Order (Collate)

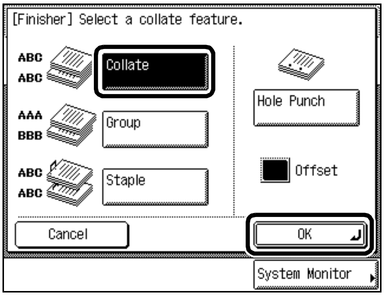
1 Place your originals, and press [Finisher].



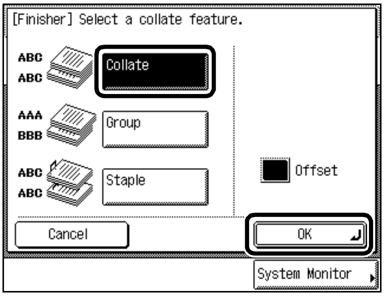
NOTE

- *When Auto Collate is set to [On], the Offset Collate mode is automatically set when you place the originals in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

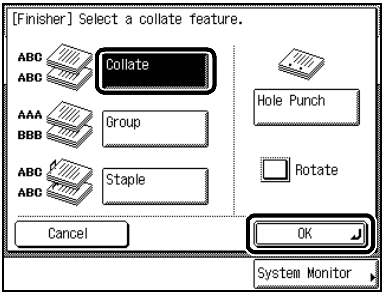
2 Press [Collate], and press [OK].



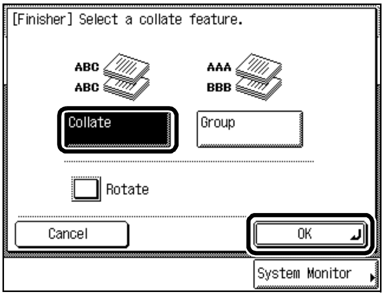
When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is selected



When Finisher-J1 is attached



When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is not selected.

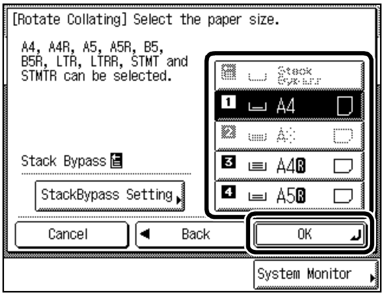


When no finisher is attached, or when only Inner 2way Tray-A1 is attached

When you want hole punches made, press [Hole Punch].

● **When you select [Rotate]:**

When the Automatic Paper Selection mode is set, press [Next] → select A4, A4R, A5, or A5R-size paper → press [OK].



Press [OK], as long as:

- Available paper size is selected manually.
- Available paper size is loaded in both horizontal and vertical directions.
- Drawer Eligibility for APS/ADS of the paper drawers loaded with available paper size is set to [On].

3 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear on the screen and press (Start) once for each original. When scanning is completed, press [Done].

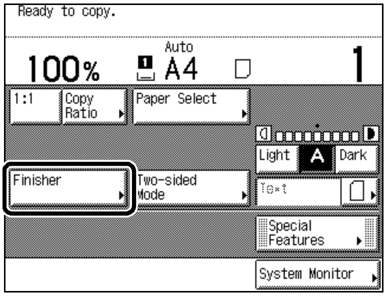
Copying starts.

NOTE

- *To cancel the setting, press [Finisher] →[Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Collating Copies into Groups of the Same Page (Group)

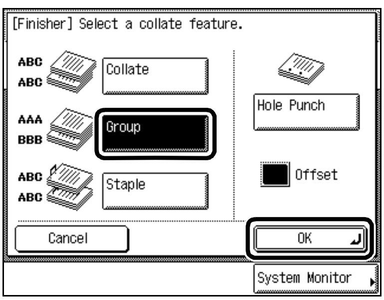
1 **Place your original, and press [Finisher].**



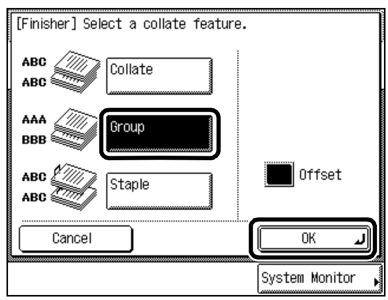
NOTE

- *When Auto Collate is set to [On], the Offset Collate mode is automatically set when you place the originals in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

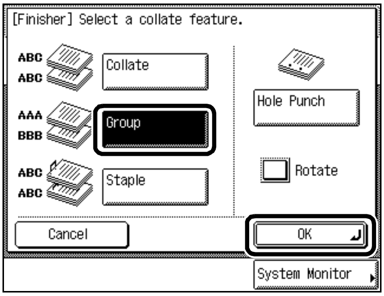
2 **Press [Group], and press [OK].**



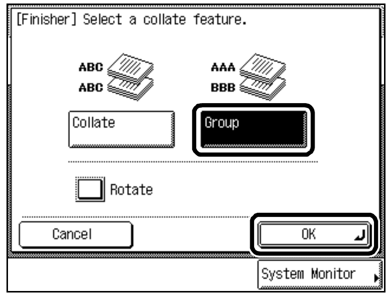
When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is selected



When Finisher-J1 is attached



When Saddle Finisher-G1 and Puncher Unit-J1/ G1 are attached, and Tray A exit slot is not selected.

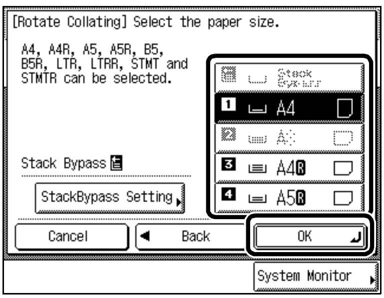


When Finisher is not attached, or when only Inner 2way Tray-A1 is attached.

When you want hole punches made, press [Hole Punch].

- **When you select [Rotate]**

  When the Automatic Paper Selection mode is set, press [Next] → select A4, A4R, A5, or A5R-size paper → press [OK].



Press [OK], as long as:

- Available paper size is selected manually.
- Available paper size is loaded in both horizontal and vertical direction.
- Drawer Eligibility for APS/ADS of the paper drawers loaded with the available paper size is set to [On].

3 Press .

When the original is placed on the platen glass, follow the instructions that appear on the screen and press once for each original. When scanning is completed, press [Done].

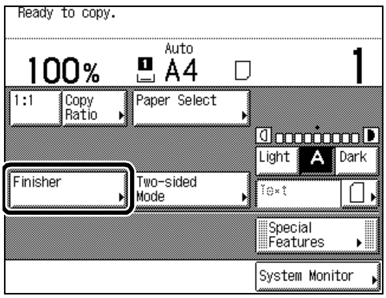
Copying starts.

NOTE

- *To cancel the setting, press [Finisher] →[Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press .*

Collating Pages and Stapling (Staple)

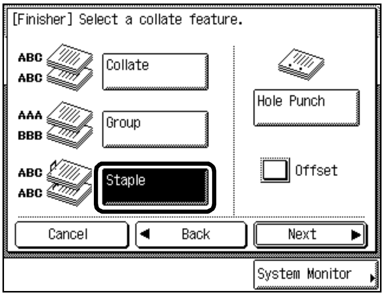
1 Place your originals, and press [Finisher].



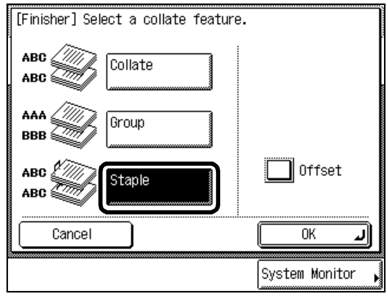
NOTE

- *When Auto Collate is set to [On], the Offset Collate mode is automatically set when you place the originals in the feeder. (See ‘Setting Automatic Collate On/Off’, on p. 3-5.)*

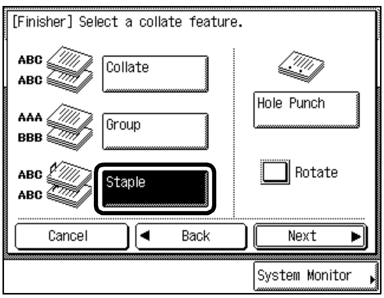
2 Press [Staple].



When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is selected



When Finisher-J1 is attached



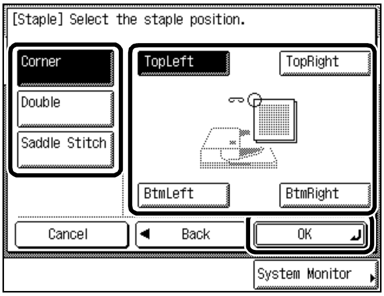
When Saddle Finisher-G1 and Puncher Unit-J1/G1 are attached, and Tray A exit slot is not selected.

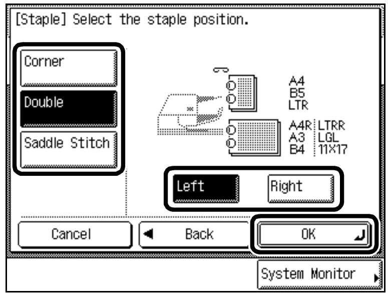
When you want hole punches made, press [Hole Punch].

When the Finisher-J1 is attached, the saddle stitch position cannot be selected. For details of the saddle stitch position, see the *Reference Guide*.

- **When you select [Staple], with the Saddle Finisher-G1 attached**

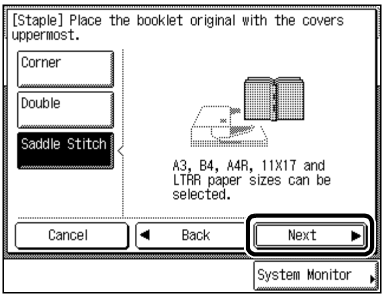
Press [Next] → select the type of staple ([Corner], [Double], or [Saddle Stitch]) → select the staple position.



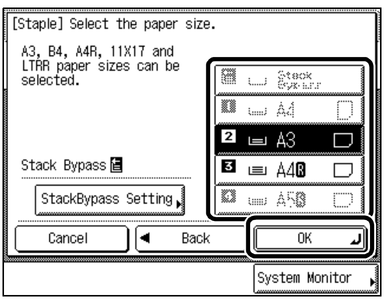


If [Saddle Stitch] is selected, follow the steps below.

- Press [Next].



- Select the paper size, and press [OK].



NOTE

- *You can adjust the saddle stitch position. (See the Reference Guide.)*

3 Press [OK].

The specified mode is set and the display returns to the Basic Features screen.

4 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear in the screen and press (Start) once for each original. When scanning is completed, press [Done].

Copying starts.

NOTE

- *To cancel the setting, press [Finisher] →[Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Two-sided Copying (Two-sided Mode)

This function enables you to make two-sided copies from one- or two-sided originals or one-sided copies from two-sided originals.

IMPORTANT

- *When the machine is operating in the Two-sided Mode, you cannot use the Two-page Separation, Booklet, Transparency Interleaving, Image Combination, or Image Separation modes.*
- *When the machine is operating in the Book▶2-Sided mode, you cannot use the Cover/Sheet Insertion, Binding Erase, Different Size Originals, or Image Repeat modes, in addition to the modes mentioned above.*
- *Non-standard paper sizes cannot be used to make two-sided copies.*
- *There are some types of paper which may meet the above specifications, but cannot be used to make two-sided copies.*

NOTE

- *When copying with the Two-sided mode, align the top edge of the original with the back edge of the platen glass or the feeder.*
- *The Two-sided mode you have set is displayed above [Two-sided Mode] in the Basic Features screen.*
- *Paper used to make two-sided copies must conform to the following specifications:*
  - *Paper size: A3, A4, A4R, and A5R*
  - *Paper weight: 64 g/m^2 to 80 g/m^2*

■ **Making Two-sided Copies from One-sided Originals (1▶2-Sided)**
This feature enables you to make two-sided copies from one-sided originals.

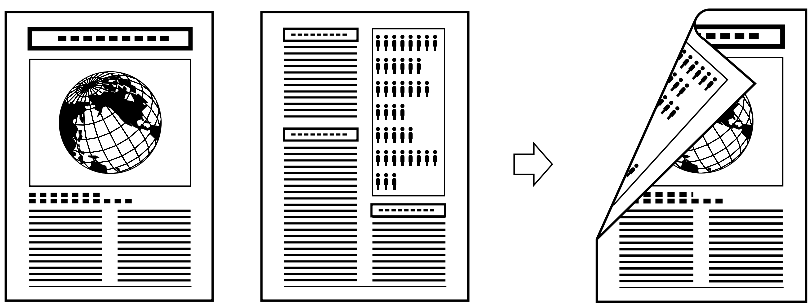
■ **Making Two-sided Copies from Two-sided Originals (2▶2-Sided)**
This feature automatically turns over two-sided originals placed in the feeder to make two-sided copies.

■ **Making One-sided Copies from Two-sided Originals (2▶1-Sided)**
This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies.

■ **Making Two-sided Copies from Facing Pages in a Book (Book▶2-Sided)**
This feature enables you to make two-sided copies from facing pages, or front and back sides of a page, in a bound original, such as a book or a magazine.

Making Two-sided Copies from One-sided Originals (1▶2-Sided)

This feature enables you to make two-sided copies from one-sided originals.



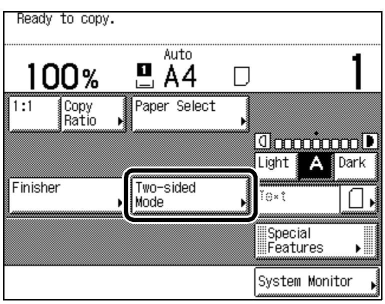
IMPORTANT

- *Place the originals horizontally when copying originals that are A4R or A5R-size. If these originals are placed vertically, the back side of the copies is printed upside down.*

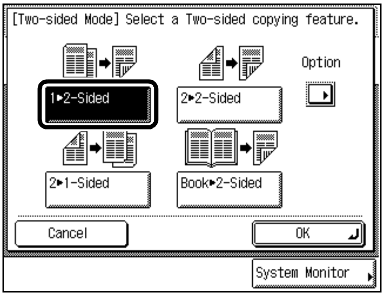
NOTE

- *If there are an odd number of originals, then the back side of the last print is left blank. (The machine's counter does not count the blank page as a copy.)*
- *When combined with Different Size Originals, two-sided copying cannot be performed. The different-sized originals will be printed as one-sided copies on their respective sizes. When wanting to make copies on both sides of the paper with different-sized originals, select the type of paper before printing. (See 'Feeding Different-size Originals Together in the Feeder (Different Size Originals)', on p. 2-42.)*

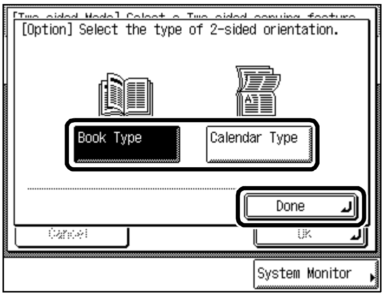
1 Place your original, and press [Two-sided Mode].



2 Press [1 ▶ 2-Sided].

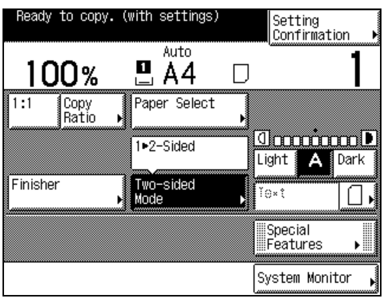


To select the type of two-sided copy: press [Option] → select the type of two-sided original → press [Done].



3 Press [OK].

The display returns to the Basic Features screen, and "1 ▶ 2-Sided" is displayed above [Two-sided Mode].



4 Press .

When the original is placed on the platen glass, follow the instructions that appear in the screen and press once for each original. When scanning is completed, press [Done].

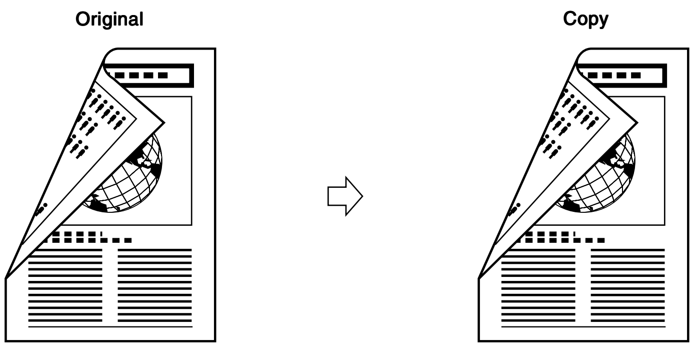
Copying starts.

NOTE

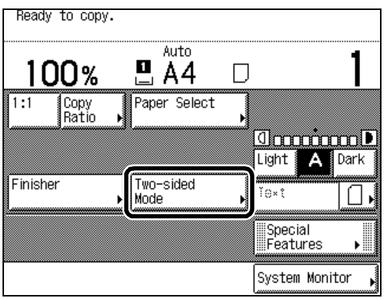
- *To cancel the setting, press [Two-sided Mode] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press* (Reset key).

Making Two-sided Copies from Two-sided Originals (2▶2-Sided)

This feature enables you to copy two-sided originals on the front and back sides of the paper.



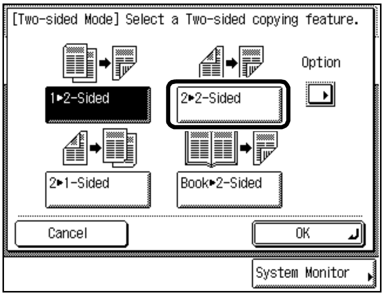
1 **Place your original, and press [Two-sided Mode].**



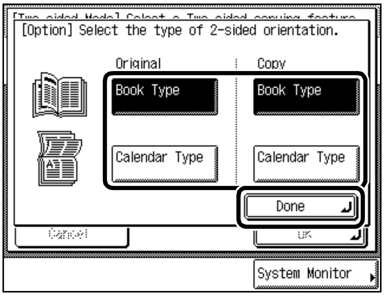
NOTE

- *When Auto Collate is set to on, the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

2 Press [2 ▶ 2-Sided].

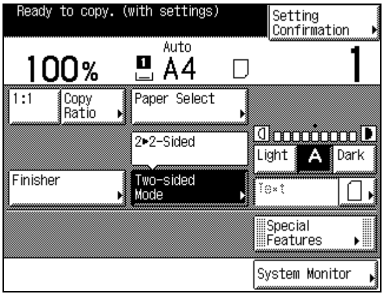


To select the type of two-sided copy: press [Option] → select the type of two-sided original → press [Done].



3 Press [OK].

The display returns to the Basic Features screen, and "2 ▶ 2-Sided" is displayed above [Two-sided Mode].



4 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear in the screen and press (Start) once for each original. When scanning is completed, press [Done].

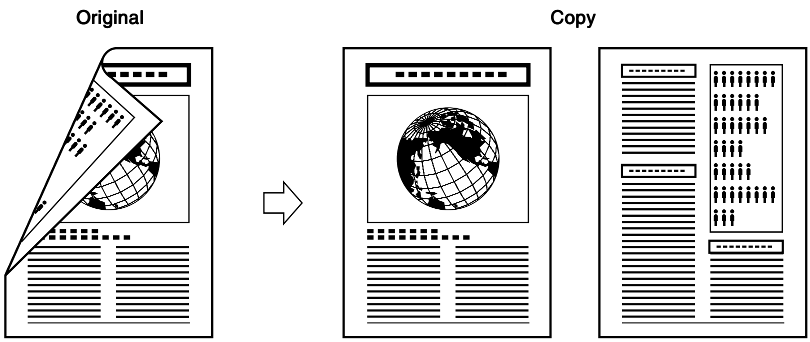
Copying starts.

NOTE

- *To cancel the setting, press [Two-sided Mode] →[Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Making One-sided Copies from Two-sided Originals (2▶1-Sided)

This feature enables you to copy two-sided original onto one side of the paper.



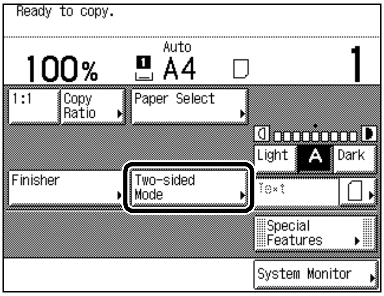
IMPORTANT

- *Be sure to horizontally a A4R or A5R landscape-oriented original. If you set it vertically and copy, the top sides of the front and rear sides are copied in opposite directions.*

NOTE

- *To copy two-sided originals using the platen glass, use the Job Build mode of Special Features. (See 'Copying Separately-set Originals (Job Build)', on p. 2-44.)*

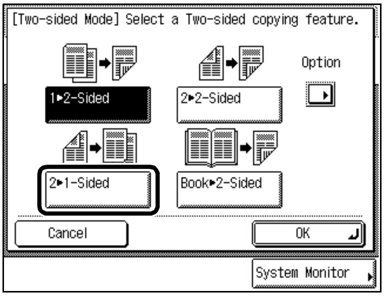
1 Place your original, and press [Two-sided Mode].



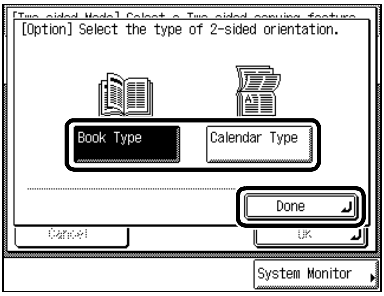
NOTE

- *When Auto Collate is set to [On], the Collate mode or the Offset Collate mode is automatically set when you place the original in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

2 Press [2 ▶ 1-Sided].

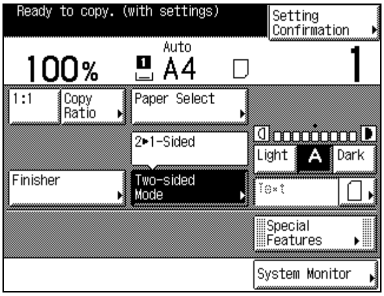


To select the type of two-sided copy: press [Option] → select the type of two-sided original → press [Done].



3 Press [OK].

The display returns to the Basic Features screen, and “2 ▶ 1-Sided” is displayed above [Two-sided Mode].



4 Press ⓞ.

Copying starts.

NOTE

- *To cancel the setting, press [Two-sided Mode] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⟨⟋⟩.*

Making Two-sided Copies from Facing Pages in a Book (Book ▶ 2-Sided)

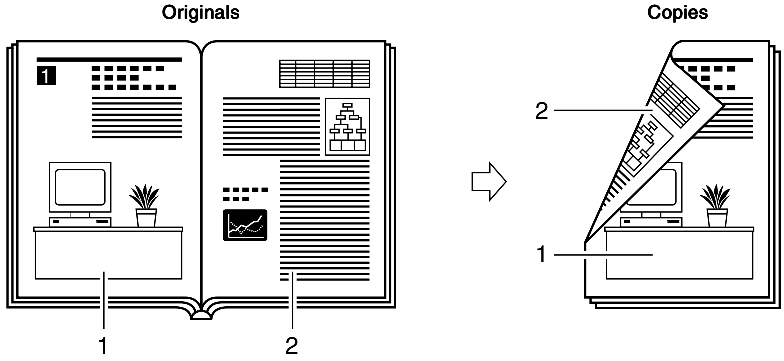
This feature enables you to make two-sided copies from facing pages or front and back sides of a page in a bound original, such as a book or a magazine.

IMPORTANT

- *Place the original on the platen glass. You cannot copy the original in the Book ▶ 2-Sided mode from the feeder.*
- *Select A4-size paper when using this feature.*

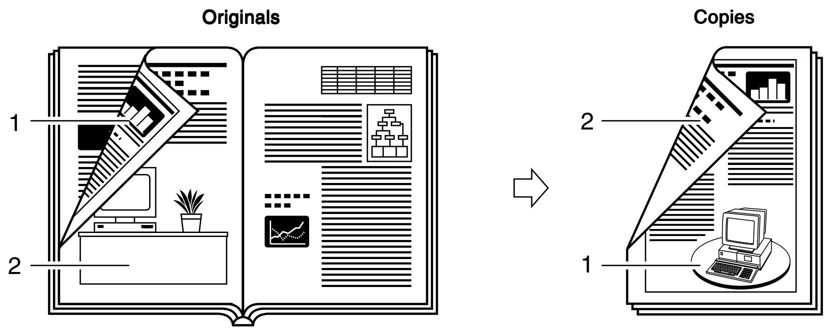
■ Left/Right Two-sided

Makes two-sided copies from facing pages.



■ Front/Back Two-sided

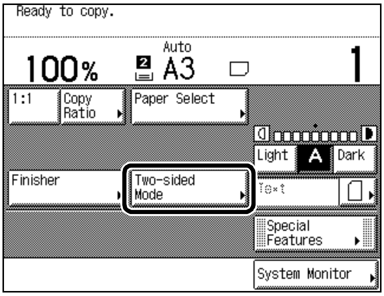
Makes two-sided copies from front and back sides of a page.



IMPORTANT

- *When copying with the Front/Back Two-sided mode, the front side of the first two-sided page and the back side of the last two-sided page are left blank. (The machine's counter does not count the blank pages as copies.)*

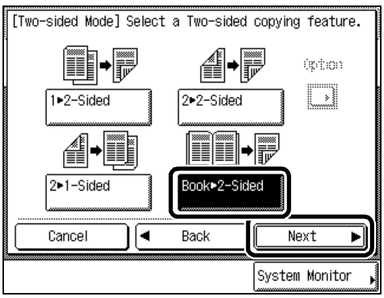
1 Place your original on the platen glass, and press [Two-sided Mode].



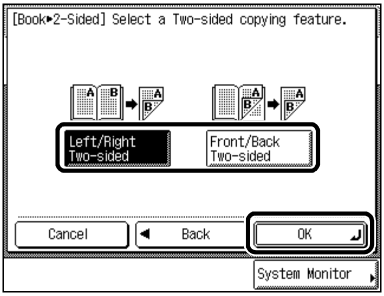
If you want to make copies in page order, begin copying from the first page.

Place the original face down, so that its top edge is aligned with the top left corner of the platen glass.

2 Press [Book ▶ 2-Sided], and press [Next].



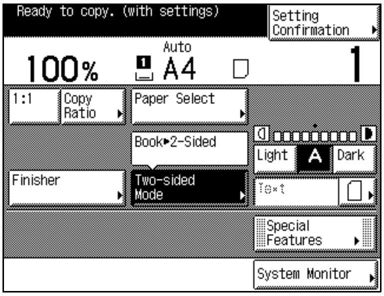
3 Select the type of two-sided original, and press [OK].



If [Left/Right Two-sided] is selected, the left and right pages of a book or a magazine are copied to the front and back of a single sheet.

If you select [Front/Back Two-sided], the front and back sides of the left page, or the front and back sides of the right page, are copied onto the front and back sides of a single sheet.

The display returns to the Basic Features screen and “Book ▶ 2-Sided” is displayed above [Two-sided Mode].



4 Press ⊙.

To scan the spread original, place the original and press ⊙ again.

Scanning starts.

5 When scanning is completed, press [Done].

Copying starts.

NOTE

- *To cancel the setting, press [Two-sided Mode] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press* ⌧.

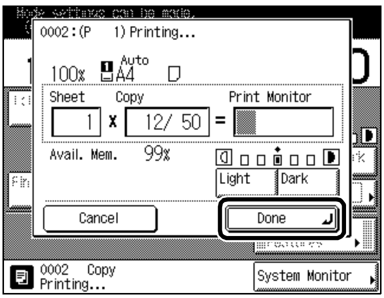
Reserved Copying

You can select copy settings and scan originals even if the machine is currently printing. Your scanned documents are processed after the current job is completed.

NOTE

- *You can reserve up to five copy jobs for the Copy function, including the current job. Interrupt copy jobs are not included in this count.*
- *You can set a different mode for each job.*

1 **Press [Done] in the following screen that is displayed while printing.**

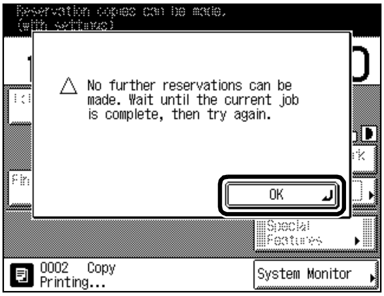


If the job displayed in the touch panel display is a function other than a copy function, press [COPY] to display the Basic Features screen.

2 **Place your original, and set the desired copy mode.**

3 Press (Start), and start scanning originals.

If the following screen is displayed, press [OK]. After the current job is completed, repeat the operation.



Interrupting the Current Job to Make Priority Copies (Interrupt Mode)

The Interrupt mode enables you to interrupt the reserved or current job long enough to make higher priority copies. This mode is useful when making a rush copy during a long copy job.

NOTE

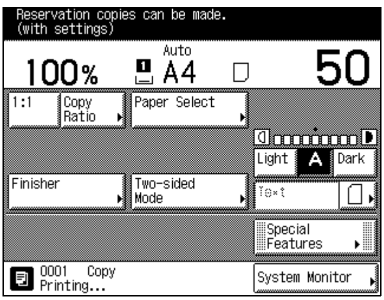
- *You can make interrupt copies when the machine is ready to scan.*

1 **Press (Interrupt).**

When you want to copy after changing the Department ID while Department ID Management is enabled, press (ID) and enter the Department ID and Password. (See the *Reference Guide*.)

NOTE

- *Even when you press (Interrupt), the job currently being output will not be interrupted until the interrupt copy starts printing.*



2 **Place your original, and set the desired copy mode.**

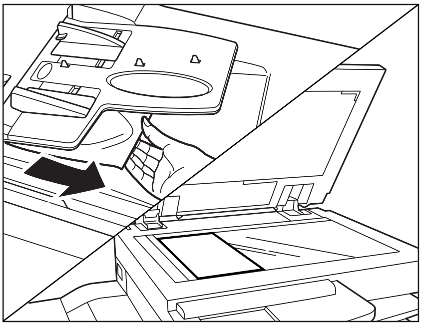
NOTE

- *To cancel the Interrupt mode, press (Interrupt).*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

3 **Press (Start).**

When the Interrupt copy job starts, (Interrupt) stops blinking.

4 Once the original is scanned, remove it from the machine.



When the Interrupt copy job is completed, the interrupted printing operation resumes.

IMPORTANT

- *If you want to continue making Interrupt copies, wait until the current Interrupt copy job is completed (end of printing).*

Checking a Sample Set Before Copying (Sample Set)

Before making multiple copies, you can check the copy result using the Sample Set mode.

IMPORTANT

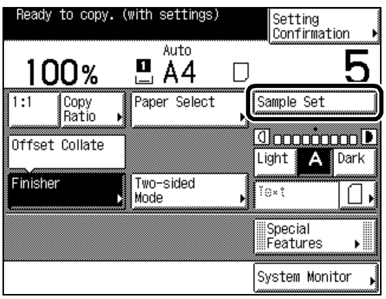
- *[Sample Set] is displayed only when you set to make multiple copies of your original in the Collate, Staple, Cover/ Sheet Insertion, or Booklet mode. [Sample Set] is not displayed in the Group mode.*

NOTE

- *The machine's counter counts the sample print as a print.*

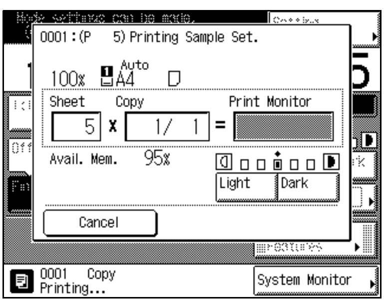
1 **Place your originals, and select the desired copy settings.**

2 **Press [Sample Set], and press .**

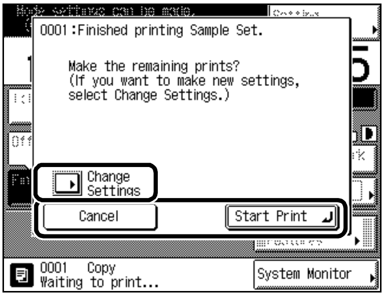


Scanning starts.

The sample set printing starts, and one print set is made.



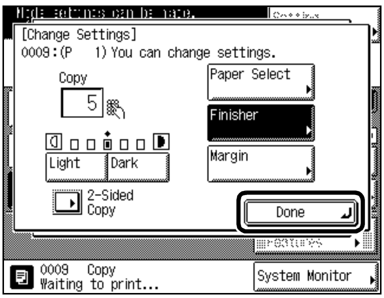
3 Check the print, and select [Start Print], [Cancel], or [Change Settings].



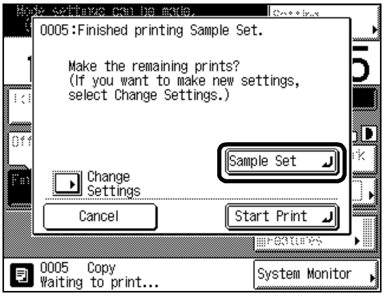
To make the remaining copies, press [Start Print].

To cancel the copying, press [Cancel].

To change the setting, press [Change Settings], set a new mode, and press [Done].



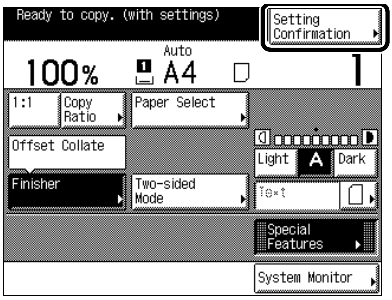
- To change the number of copies, use 0 - 9 (numeric keys).
- To change the exposure, press [Light] or [Dark].
- To make a two-sided copy, press [2-Sided Copy].
- To select the copy paper, press [Paper Select]. (See ‘Selecting the Copy Paper Size (Paper Select)’, on p. 1-17.)
- To collate the copied papers, press [Finisher]. (See ‘Collating Copies (Finisher)’, on p. 1-44.)
- To set a margin for binding, press [Margin]. (See ‘Making Copies with Margins (Margin)’, on p. 2-22.)
- When you change the copy settings, the machine starts printing from the first set.
- To copy another sample set, press [Sample Set] again.


0005:Finished printing Sample Set.
Make the remaining prints?
(If you want to make new settings,
select Change Settings.)
Sample Set
Change
Settings
Cancel
Start Print
0005 Copy
Waiting to print...
System Monitor

Checking the Copy Mode Settings
(Setting Confirmation)

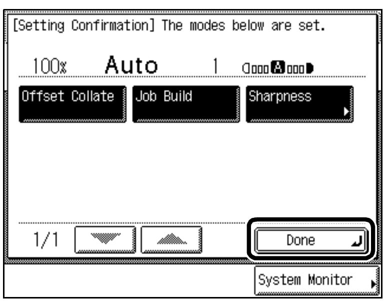
When the copy mode settings are selected in screens, for example, the Special Features screen, you can check those settings in a list.

1 Press [Setting Confirmation] in the Basic Features screen.



The display shows the selected copy mode settings.

2 Check the settings, and press [Done].



When ten or more copy modes have been set, use [▼] to bring up the next screen. To return to the previous screen, press [▲].

The display returns to the Basic Features screen.

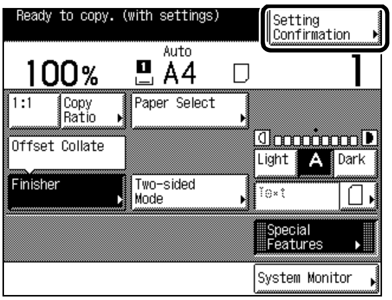
NOTE

- *If the copy mode key has a "▶ " mark attached, another screen appears when you press the key.*

Changing or Cancelling a Selected Copy Mode (Setting Cancel)

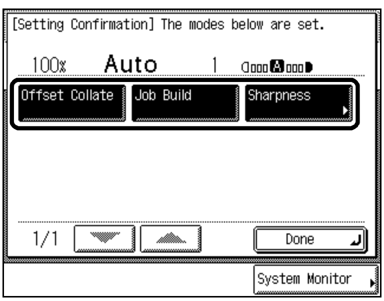
From the Setting Confirmation screen, you can also change or cancel selected functions.

1 **Press [Setting Confirmation] in the Basic Features screen.**



The Setting Confirmation screen is displayed, showing the selected copy mode settings.

2 **Press the key of the copy mode to be changed or cancelled.**



When ten or more copy modes have been set, use [▼] to bring up the next screen. To return to the previous screen, press [▲].

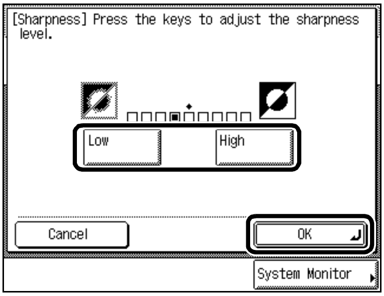
The copy mode settings screen appears.

NOTE

- *If the copy mode key has a "▶ " mark attached, another screen appears when you press the key.*
- *If you press [Done] after pressing a key for which "▶ " is not displayed, the setting is released.*

● **To change a mode (for example, Sharpness)**

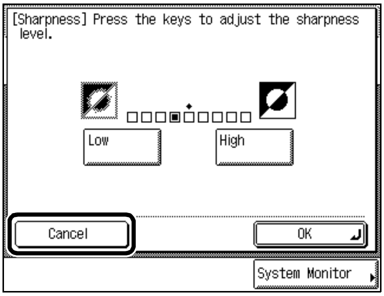
Perform the same steps as when setting the mode. Change the setting as you desire, and press [OK].



The display returns to the Setting Confirmation screen.

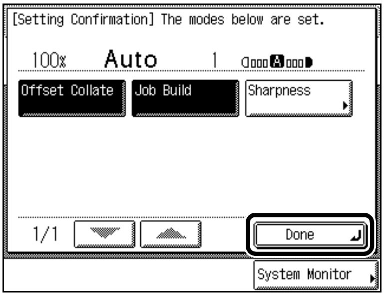
● **To cancel a mode**

Press [Cancel].



The display returns to the Setting Confirmation screen.

3 **Press [Done].**



The display returns to the Basic Features screen.

1

Basic Copying

Useful Copy Functions

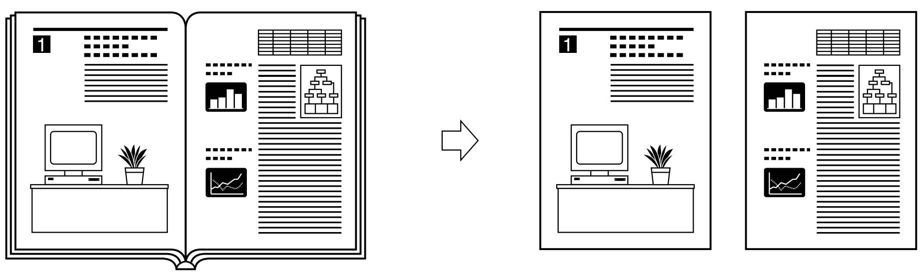
2

CHAPTER

This chapter describes more advanced copy functions.

Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-page Separation)

This mode enables you to copy facing pages in a book or a magazine onto separate sheets of paper.



IMPORTANT

- *When the machine is operating in the Two-page Separation mode, you cannot use the Two-sided, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Binding Erase, Different Size Originals, Image Combination, Image Separation, or Image Repeat modes.*
- *Place the original on the platen glass. You cannot copy originals in the Two-page Separation mode from the feeder.*

NOTE

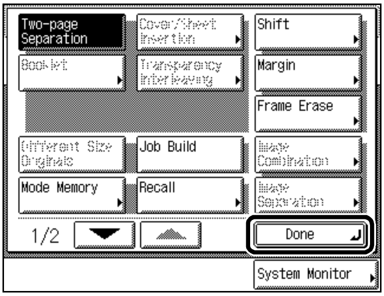
- *When copying both sides in a book, select the Two-sided Separation mode.* *(See 'Making Two-sided Copies from Facing Pages in a Book (Book ▶ 2-Sided)', on p. 1-65.)*

1 **Place the original on the platen glass, and press [Special Features] → press [Two-page Separation].**

If you want to make copies in page order, begin copying from the first page and work your way forward.

Place the original face down with the original's top edge against the top left corner of the platen glass.

2 Press [Done].



The specified mode is set and the display returns to the Basic Features screen.

3 Press (Start).

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Two-page Separation] → [Done], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Adding Front and Back Covers, Sheet Insertions and Chapter Pages to Copy Sets (Cover/Sheet Insertion)

This function enables you to set the machine to automatically add front and back covers, sheet insertions, or chapter pages using a different type of paper from which is used for the main text. In addition, the front and back covers and sheet insertions can also be copied on.

IMPORTANT

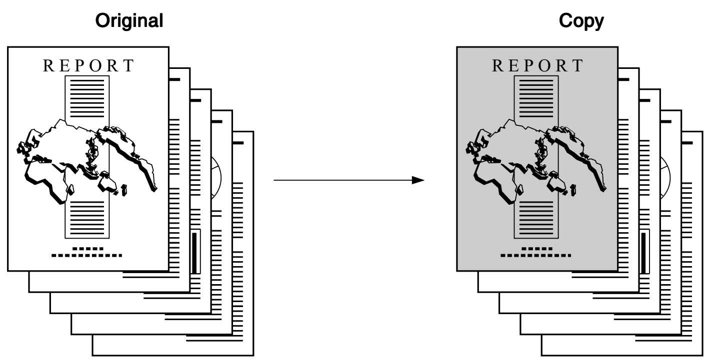
- *When the machine is operating in the Cover/Sheet Insertion mode, you cannot use the Group, Offset Group, Rotate Collating, Rotate Grouping, Saddle Stitch, Book ▶2-Sided, Two-page Separation, Booklet, Transparency Interleaving, Image Combination, Image Separation, Image Repeat, or Mirror Image modes.*
- *When Finisher-J1 (option) is attached, you cannot staple more than 30 sheets (A4 and A4R), or 15 sheets (A3) of output paper, including sheet insertions.*
- *When Saddle Finisher-G1 (option) is attached, you cannot staple more than 50 sheets (A4 and A4R), or 25 sheets (A3) of output paper, including sheet insertions.*

NOTE

- *When copying on the front and back covers/sheet insertions, and chapter pages, these sheets are included in the count of the total number of copies.*
- *When copying on chapter pages, these sheets are included in the count of the total number of copies.*

■ Front Cover

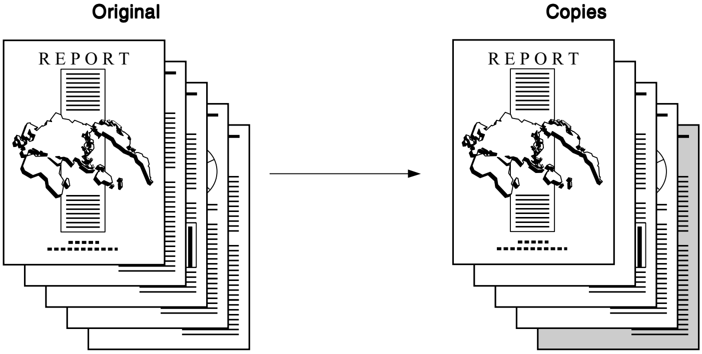
Adds a front cover sheet to each set of copies. The cover sheet can also be copied on.



Printed front cover selected in the Cover/Sheet Insertion mode

■ Back Cover

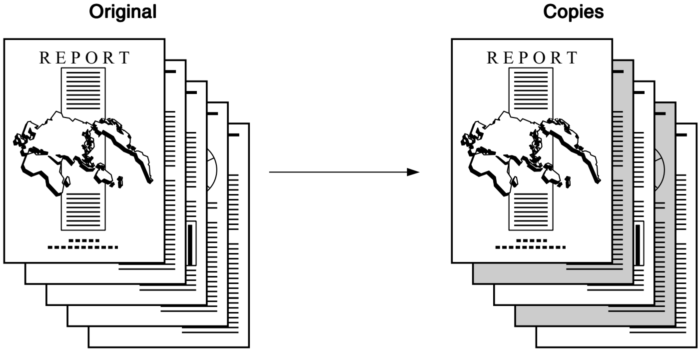
Adds a back cover sheet to each set of copies. The back cover can also be copied on.



Printed back cover selected in the Cover/Sheet Insertion mode

■ Sheet Insertion

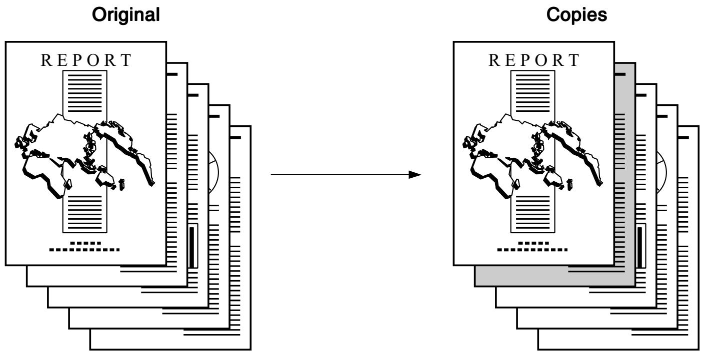
Adds sheet insertions between the pages of copy sets. This function is useful when you want to divide your copy sets into different sections, using a blank sheet. The sheet insertions can also be copied on.



Printed sheet insertions selected in the Cover/Sheet Insertion mode

■ **Chapter Page**

Adds chapter pages between the pages of copy sets. Since the chapter page is always copied on one side, this function is useful when you want to divide the copy by chapter.



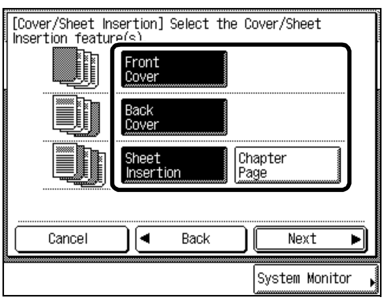
Printed chapter page selected in the Cover/Sheet Insertion mode

1 Place your originals, and press [Special Features] → press [Cover/Sheet Insertion].

NOTE

- *When Auto Collate is set to [On], the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

2 Select the Cover/Sheet Insertion feature you want to use, and press [Next].



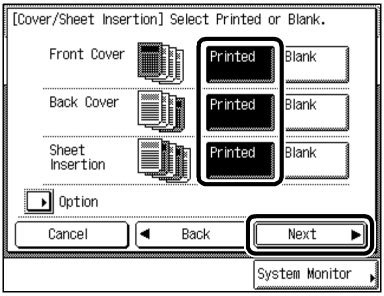
When you select only the Chapter Page mode, proceed to step 4 (when you select [Sheet Insertion] or [Chapter Page]).

You cannot select the [Sheet Insertion] and [Chapter Page] modes at the same time.

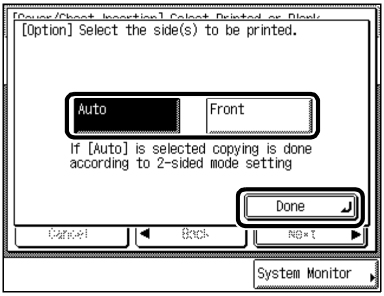
NOTE

- *You can cancel a mode by pressing the mode key again.*

3 When copying onto the front cover, back cover, or sheet insertion, press [Printed], and press [Next].



When setting Two-sided Copying, press [Option], set the side to be copied, and press [Done].



NOTE

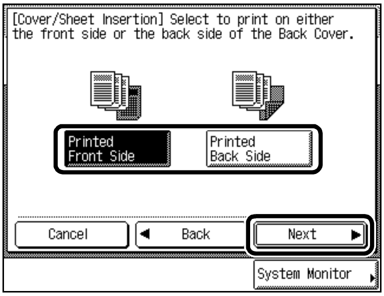
- *The display varies depending on the setting in step 2.*
- *The chapter page is always copied on only one side.*

4 Make the following settings depending on the mode selected.

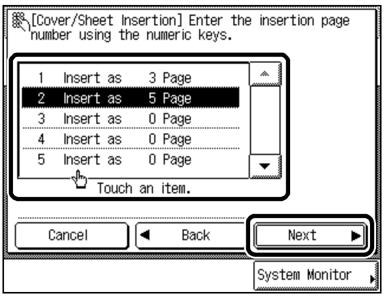
NOTE

- *The display will vary depending on the mode selected.*

- **When you select [Back Cover]:**
  Select the side to be copied onto, and press [Next].



- **When you select [Sheet Insertion] or [Chapter Page]:**
  Set all positions where the sheet is to be inserted into the copies, and press [Next].



Specify the sheet insertion positions using ⓪ - ⑨ (numeric keys).

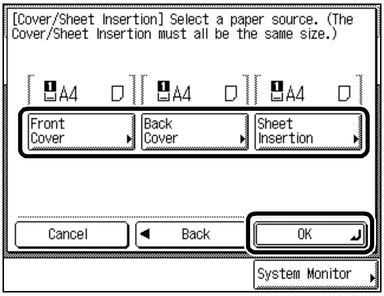
IMPORTANT

- *You cannot set the sheet insertion (or chapter page) position on the first page. Set the position starting from the second page.*

NOTE

- *You can insert up to 20 insertion sheets or chapter pages.*
- *If you want to insert 6 or more sheets, use [▲] or [▼] to scroll to the insertion positions.*
- *To cancel a specific sheet insertion page setting, press [▲] or [▼] and press the desired page. Then press Ⓒ.*

5 Select the paper source for each cover/sheet insertion → press [OK]→ press [Done].



The specified mode is set and the display returns to the Basic Features screen.

IMPORTANT

- *Select the same paper size for the front and back cover, sheet insertions, and chapter page.*
- *When one of the paper sizes is changed to another size, the other two will be changed. But when only the paper drawer is changed with the same paper size, the other two sizes will not be changed.*

NOTE

- *The display will vary depending on the mode selected.*

6 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear on the display and press (Start) once for each original. When scanning is completed, press [Done].

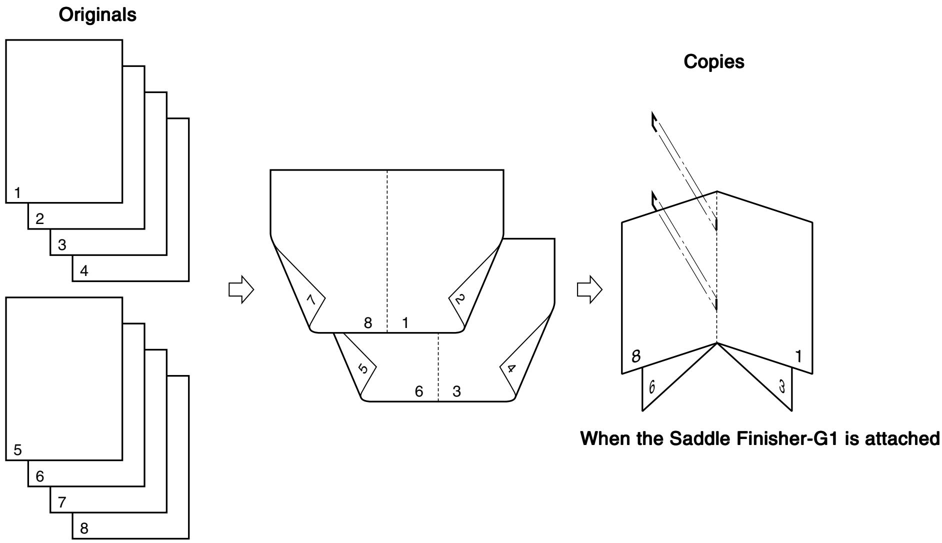
Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Cover/Sheet Insertion] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Making Copies for Use as a Booklet (Booklet)

You can copy one-sided or two-sided originals in such a way that the copies are made into a booklet.



IMPORTANT

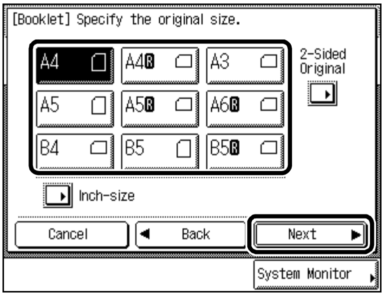
- *When the machine is operating in the Booklet mode, you cannot use the Entire Image, Finisher, Two-sided, Two-page Separation, Cover/Sheet Insertion, Transparency Interleaving, Margin, Frame Erase, Different Size Originals, Image Combination, Image Separation, Image Repeat, or Mirror Image modes.*
- *When you horizontally place vertical originals and scan them, the images of the even number pages will be printed upside down.*
- *Saddle stitching will not be performed when there is only one sheet of paper.*
- *Saddle stitching cannot be set when the Saddle Finisher-G1 (option) is not attached.*
- *Folds may appear differently depending on the type or quantity of paper.*

1 Place your originals, and press [Special Features] → press [Booklet].

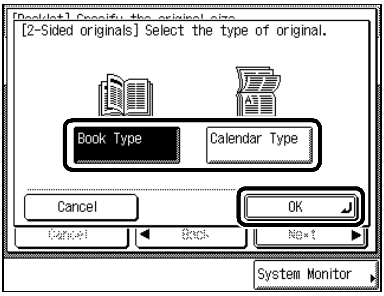
NOTE

- *When Auto Collate is set to [On], the Collate mode or the Offset Collate mode is automatically set when you place the original in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

2 Select the original size, and press [Next].



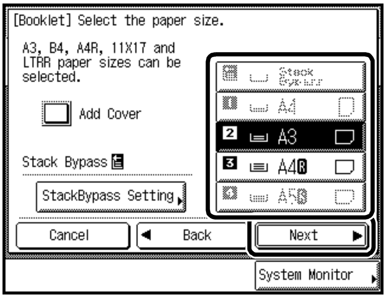
If two-sided originals will be copied, also press [2-Sided Original] to select how the two-sided originals are to be saddle stitched, and press [OK].



NOTE

- *To select an inch paper size, press [Inch-size].*

3 Select the paper size, and press [Next].



If the Saddle Finisher-G1 (option) is not attached, press [OK] → [Done], in this order, and proceed to step 5.

A3 and A4R-size paper can be selected.

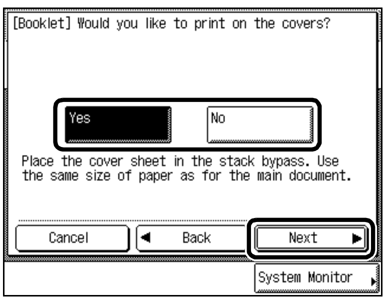
To add a cover page, press [Add Cover].

NOTE

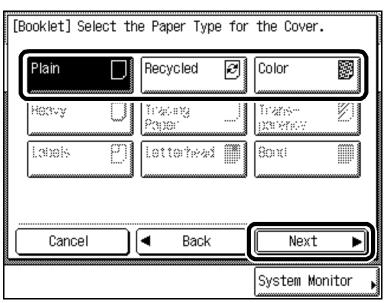
- *Set the cover paper face down in the stack bypass.*

● When you select [Add Cover]:

Select [Yes] or [No] to specify whether or not to copy on the cover, and press [Next].



Select the type of paper, and press [Next].



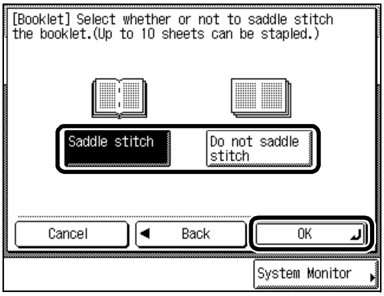
IMPORTANT

- *The paper used for the cover page must be the same size as the other pages.*
- *The paper used for the main text or the cover must be from 64g/m^2 to 80g/m^2.*
- *When you select [Add Cover], you cannot set the paper used for the main text in the stack bypass.*

NOTE

- *The cover page can only be copied on the front.*

4 Select whether to saddle stitch the booklet, and press [OK] → press [Done].



The specified mode is set and the display returns to the Basic Features screen.

NOTE

- *When the number of sheets exceeds 11, stapling is not performed, and the sheets are output to the tray.*
- *The Booklet tray can hold up to 10 sets of copies at a time for saddle-stitching.*
- *When you set the Booklet mode, the Shift mode is automatically set.*

5 Press .

When the original is placed on the platen glass, follow the instructions that appear on the display and press once for each original. When scanning is completed, press [Done].

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Booklet] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press .*

Making Copies with Sheets of Paper Interleaved Between Transparencies (Transparency Interleaving)

Use this mode when copying onto transparencies fed from the stack bypass. The machine automatically interleaves a sheet of paper between each transparency. The interleaf sheets protect the copied surface of the transparencies. The image can also be printed on the interleaf sheets.

IMPORTANT

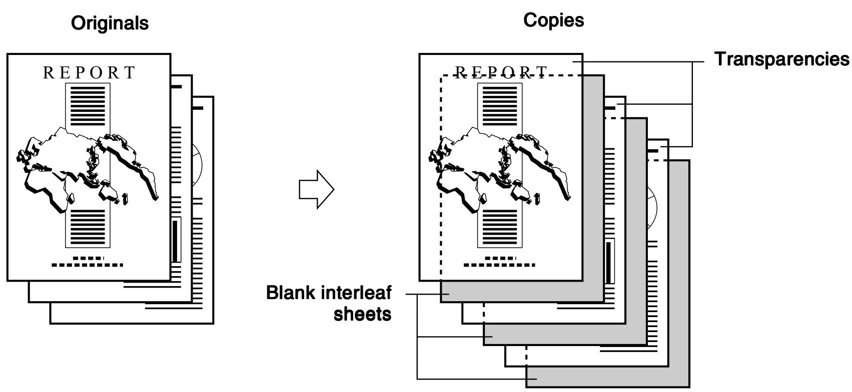
- *When the machine is operating in the Transparency Interleaving mode, you cannot use the Finisher, Two-sided, Two-page Separation, Cover/Sheet Insertion, Booklet, Image Combination, Image Separation, Image Repeat, or Mirror Image modes.*
- *You cannot make more than one set of copies at a time in the Transparency Interleaving mode.*
- *Even if your machine is equipped with the Finisher, you cannot use any of the Finisher modes with the Transparency Interleaving mode.*

NOTE

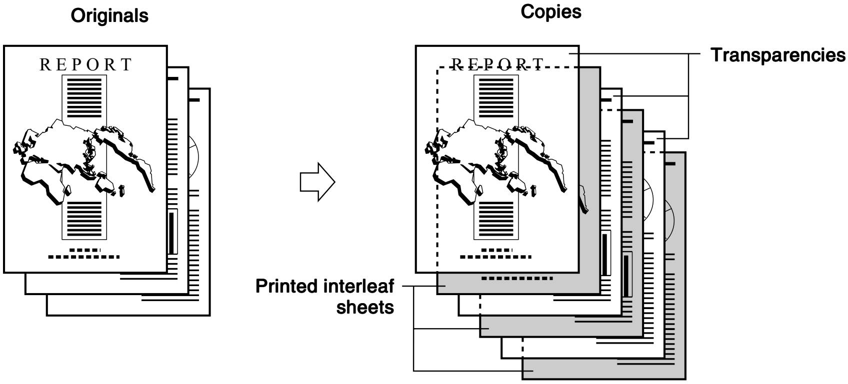
- *The machine's counter does not count blank interleaf sheets as copies.*
- *Transparencies are output into Tray A when Inner 2way Tray-A1 is attached, and into Tray B in the case of Saddle Finisher-G1, even if the other tray is specified as a designated tray.*

■ When Not Printing on the Interleaf Sheets:

Outputs a printed transparency and a blank interleaf sheet alternately.



■ **When Printing on the Interleaf Sheets:**
Outputs a printed transparency and a printed interleaf sheet alternately.



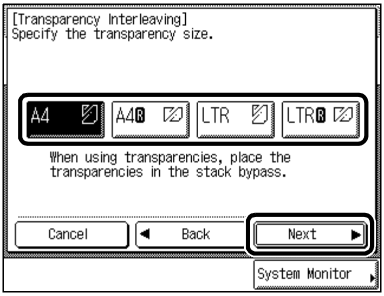
---

1 **Place your original, and press [Special Features] → press [Transparency Interleaving].**

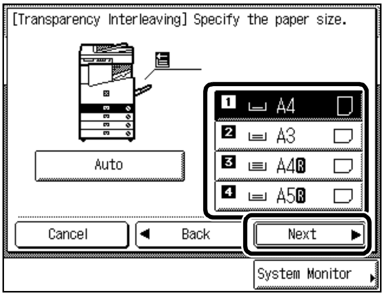
NOTE

- *When Auto Collate is set to [On], the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

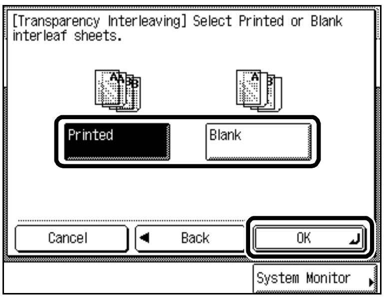
2 **Select the size of the transparencies, and press [Next].**



3 Select the size of the interleaf sheet, and press [Next].



4 Select whether or not to copy the image onto the interleaf sheet, and press [OK]→ press [Done].

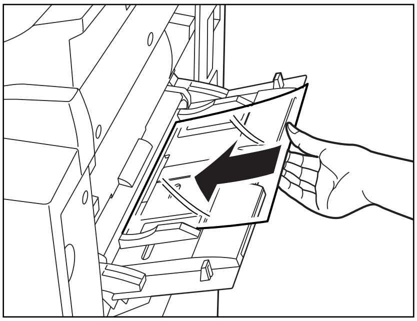


The selected mode is set and the display returns to the Basic Features screen.

NOTE

- *When copying interleaf sheets, these sheets are included in the count of the total number of copies.*

5 Place the transparencies in the stack bypass, and press (Start).



Scanning starts.

When the original is placed on the platen glass, follow the instructions that appear on the display and press (Start) once for each original. When scanning is completed, press [Done].

Copying starts.

The copies are output with the copied side face down, with the transparency first, and followed by the interleaf sheet.

NOTE

- *In the Transparency Interleaving mode, the transparencies are fed from the stack bypass and the interleaf sheets are fed from the paper drawer.*
- *To cancel the setting, press [Special Features] → [Transparency Interleaving] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Making Copies with Original Image Shifted (Shift)

Makes copies with the entire image shifted to the centre or a corner.

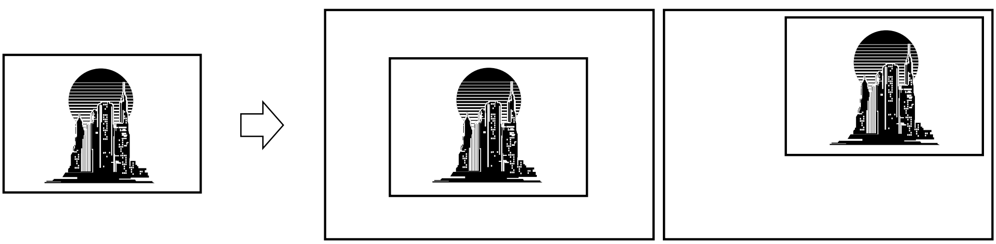
IMPORTANT

- *When the machine is operating in the Shift mode, you cannot use the Image Repeat or Mirror Image modes.*
- *When the machine is operating in the Shift with No. Key Entry mode, you cannot use the Image Combination, Image Separation, or Booklet modes.*
- *The Shift mode cannot be selected when you set the Different Size Originals mode in combination with the Automatic Paper Selection mode.*

■ Centre/Corner Shift

Makes copies with the entire image shifted to the centre or a corner.

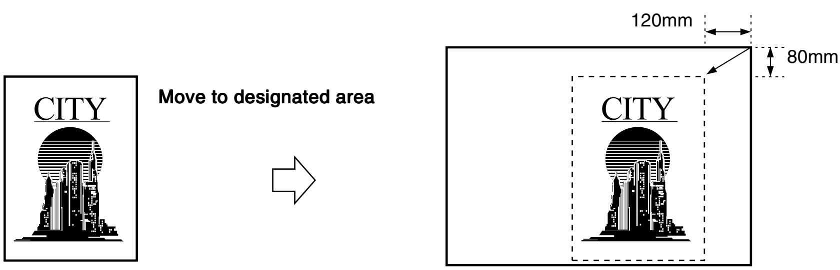
Original | **Copy with original image shifted to the centre** | **Copy with original image shifted to a corner**



■ No. Key Entry

Makes copies with the entire image shifted to a position specified with ⓪ - ⑨ (numeric keys).

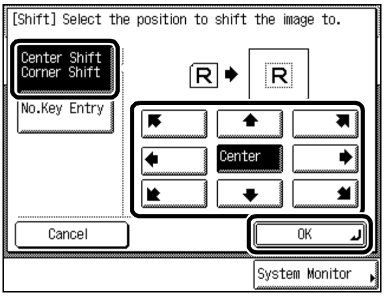
Original | **Copy**



Makes Copies with Original Image Shifted to the Centre or a Corner

1 **Place your original, and press [Special Features] → press [Shift].**

2 **Press [Center Shift/Corner Shift], and select the shift direction with an arrow key. Then press [OK], and [Done].**



The shift direction refers not to the direction in which the original is placed on the platen glass or in the feeder, but to the direction that you want the original image shifted (viewing the original that you want to scan as face up and situated in the centre of the copy page).

The specified mode is set and the display returns to the Basic Features screen.

3 **Press .**

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Shift] →[Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press .*

Makes Copies with Original Image Shifted Using the Numeric Keys

1 **Place your original, and press [Special Features] → press [Shift].**

2 **Press [No. Key Entry] to select the shift direction, enter the desired value using (0) - (9) (numeric keys).**

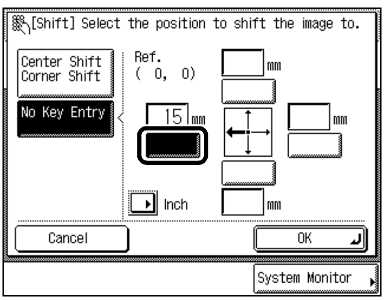
If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears in the screen.

NOTE

- *To change an entered value, select the direction and enter the desired value again.*
- *If you make a mistake when entering a value, press (C) and enter the correct value.*
- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See the Reference Guide.)*
- *For details of how to enter values in inches, see the Reference Guide.*

● **Example: To move the image to the left:**

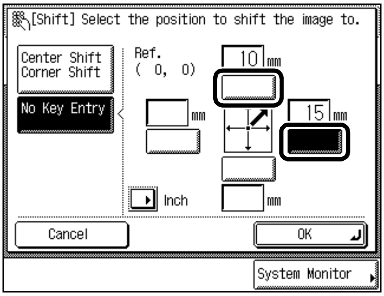
Press the left [□] to enter the value, and press [OK] → press [Done].



The specified mode is set and the display returns to the Basic Features screen.

- **Example: To move the image in a diagonal direction as in the illustration below:**

Press the upper or lower side [☐] to enter the value. Next, press the right or left side [☐] to enter the value, and press [OK] → press [Done].



The diagonal direction arrow is displayed.

The selected mode is set and the display returns to the Basic Features screen.

3 Press ◇.

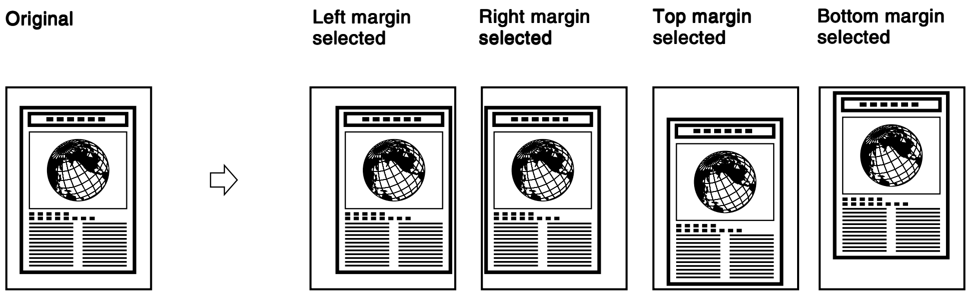
Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Shift] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⟨⟩.*

Making Copies with Margins (Margin)

This mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom to create a margin on the copies. Use this mode to make copies ready for placement in ring binders.

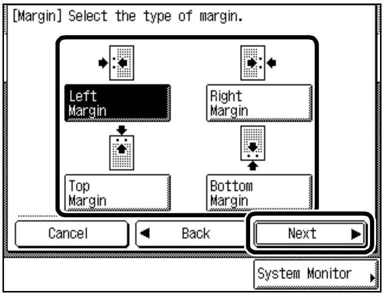


IMPORTANT

- *When the machine is operating in the Margin mode, you cannot use the Booklet, Image Repeat, or Mirror Image modes.*
- *When the Margin mode is set, the entire original image is shifted to the left, right, top, or bottom by a selected width, then copied. If copying an original image that extends to the edge of the sheet, part of that image is cut off.*

1 **Place your original, and press [Special Features] → press [Margin].**

2 Select the type of margin, and press [Next].



IMPORTANT

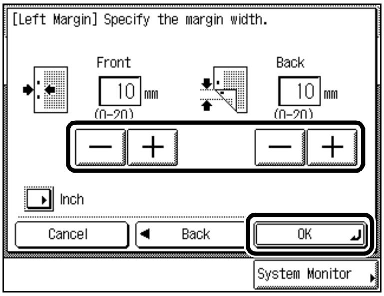
- *If you are using the Margin and Two-sided modes together and copying an original that already has a left or right margin, follow the instructions below:*
  - *1▶2-sided: Set the margin for the back only.*
  - *2▶2-sided: You do not need to set the margin. Proceed to make copies in the usual way.*
  - *2▶1-sided: Set the margin for the back only.*
- *If you are using the Margin and Two-sided modes together and copying an original that does not have a margin, then follow the instructions below:*
  - *1▶2-sided: Set the margin for both the front and back.*
  - *2▶2-sided: Set the margin for both the front and back.*
  - *2▶1-sided: Set the margin for both the front and back.*

NOTE

- *If you want to enter values in inches, then press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See the Reference Guide.)*
- *The default setting is 10 mm.*

● When you select [Left Margin] or [Right Margin]:

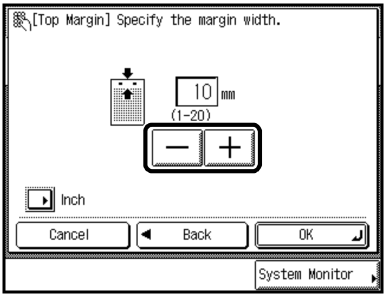
Use [–] or [+] to set the margin for the front and back (0 to 20mm). Then press [OK], and press [Done].



The specified mode is set and the screen returns to the Basic Features screen.

- **When you select [Top Margin] or [Bottom Margin]:**

  Use [–] or [+] to set the margin (1 to 20mm) → press [OK] → press [Done].



When entering values in millimetres, you can use (0) - (9) (numeric keys) and (C).

The specified mode is set and the screen returns to the Basic Features screen.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears in the screen.

3 Press (Start).

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Margin] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Erasing Shadows and Frame Lines from Copies (Frame Erase)

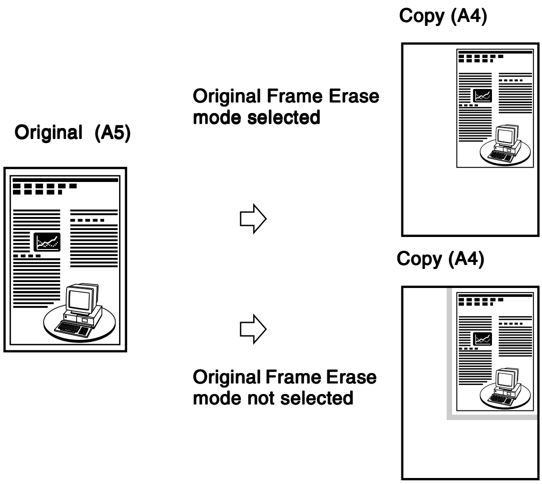
This mode erases shadows and lines that appear when copying various types of originals.

IMPORTANT

- *Combination of the Original Frame Erase, Book Frame Erase, or Binding Erase modes cannot be set. If you select one of these modes, the previously set mode is cancelled.*

■ Original Frame Erase

Erases the dark borders and frame lines that appear around the copy when the original is smaller than the selected paper size. Also, it creates a blank border around the edge of the copy.

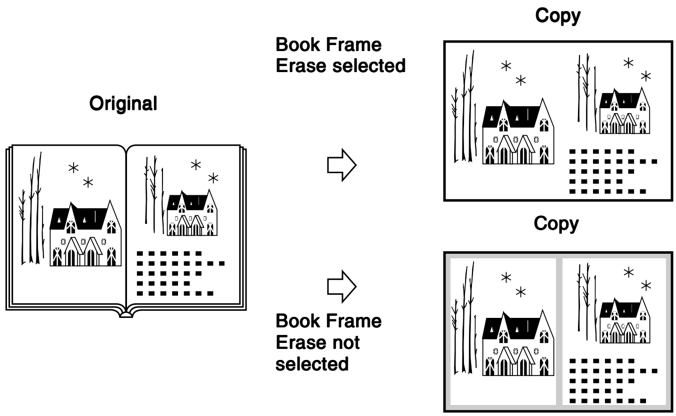


IMPORTANT

- *When the machine is operating in the Original Frame Erase mode, you cannot use the Entire Image, Booklet, Image Combination, Image Separation, Image Repeat, or Mirror Image modes.*

■ Book Frame Erase

Erases the dark border as well as centre and contour lines that appear when copying facing pages in a bound original onto a single sheet of paper.

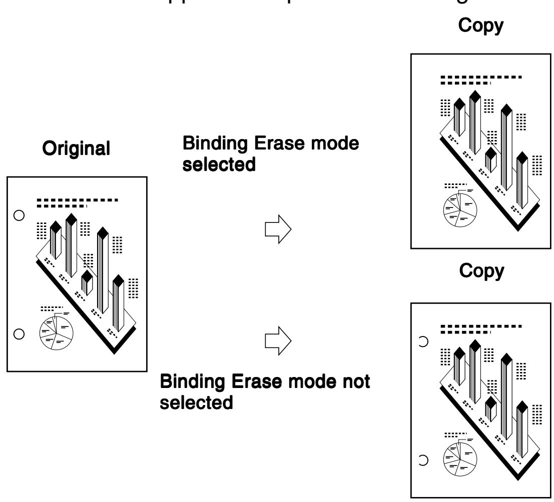


IMPORTANT

- *When the machine is operating in the Book Frame Erase mode, you cannot use the Entire Image, Booklet, Image Combination, Image Separation, Image Repeat, or Mirror Image modes.*

■ Binding Erase

Erases the shadows that appear in copies from binding holes in originals.



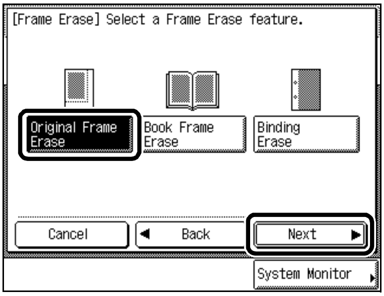
IMPORTANT

- *When the machine is operating in the Binding Frame Erase mode, you cannot use the Entire Image, Book ▶ 2-Sided, Two-page Separation, Booklet, Image Separation, Image Repeat, or Mirror Image modes.*
- *Do not place originals with binding holes in the feeder, as this may damage the originals.*

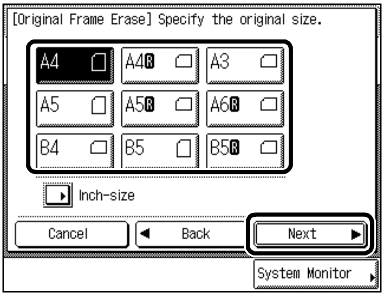
Making Copies Erasing the Frame of the Originals (Original Frame Erase)

1 **Place your originals, and press [Special Features] → press [Frame Erase].**

2 **Press [Original Frame Erase], and press [Next].**



3 **Select the size of the original, and press [Next].**



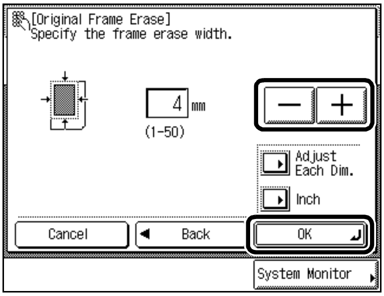
IMPORTANT

- *You can set the Original Frame Erase mode only on the original sizes shown on the touch panel display.*

NOTE

- *To select the inch paper size, press [Inch-size].*

4 Select the desired original frame erase width using [–] or [+], and press [OK] → press [Done].

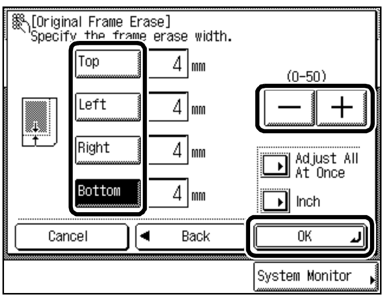


When entering values in millimetres, you can use ⓪ - ⑨ (numeric keys) and ⓒ.

Even when you enter the values with ⓪ - ⑨ (numeric keys), you can change the values with [–] or [+].

The value set here is specified for all sides around the original. To set independent frame erase width values for the top, bottom, left, and right sides of the original, press [Adjust Each Dim].

When you select [Adjust Each Dim.], select the side of the frame erase width using [–] or [+], and press [OK] → press [Done].



The specified mode is set and the display returns to the Basic Features screen.

If you enter a value outside the setting range, a message prompting you to enter the appropriate value appears in the screen.

NOTE

- *If you want to enter values in inches, then press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See the Reference Guide.)*
- *The default setting is 4mm.*

5 Press .

Copying starts.

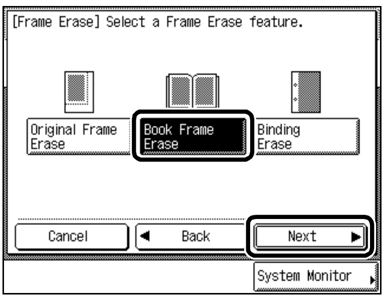
NOTE

- *To cancel the setting, press [Special Features] → [Frame Erase] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press .*

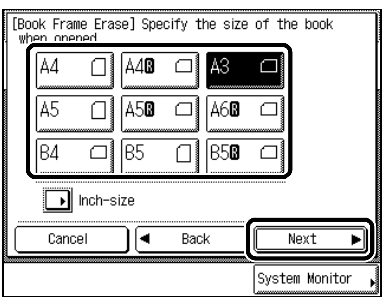
Making Copies Erasing the Book Frame (Book Frame Erase)

1 Place your original, and press [Special Features] → press [Frame Erase].

2 Press [Book Frame Erase], and press [Next].



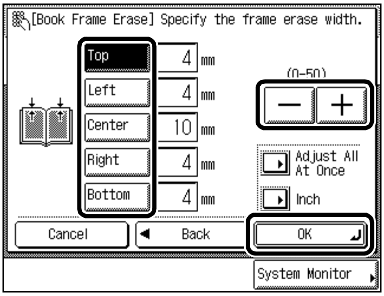
3 Select the book size of the original, and press [Next].



NOTE

- *To select the inch paper size, press [Inch-size].*

4 Press each key: [Top], [Left], [Center], [Right], and [Bottom] → set the desired book frame erase width using [–] or [+] → press [OK]→[Done].

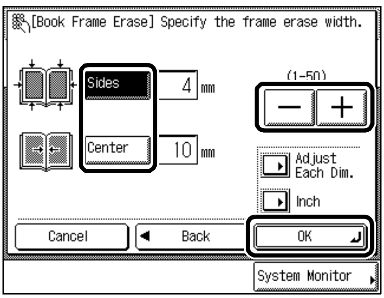


When entering values in millimetres, you can use 0 - 9 (numeric keys) and C.

Even when you enter the values with 0 - 9 (numeric keys), you can change the values using [–] or [+].

The values set here are specified independently for all sides around the original. To set the same value for all sides around the original, press [Adjust All At Once].

When you select [Adjust All At Once], enter the value using [–] or [+], and press [OK].



The specified mode is set and the display returns to the Basic Features screen.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears in the screen.

NOTE

- *If you want to enter values in inches, then press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See the Reference Guide.)*
- *The default settings are 10mm for [Center] and 4mm for [Top], [Left], [Right] and [Bottom].*
- *If you select [Adjust Each Dim.], then you want to set a value uniformly around the original, press [Adjust All At Once].*

5 Press ⊙.

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Frame Erase] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⌧.*

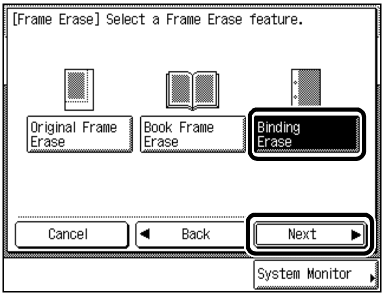
Making Copies Erasing Binding Holes etc. (Binding Erase)

1 Place your original on the platen glass, and press [Special Features] → press [Frame Erase].

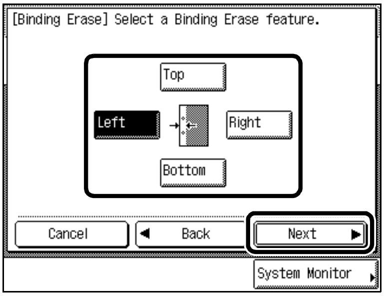
IMPORTANT

- *Do not place originals with binding holes in the feeder, as this may damage the originals.*

2 Press [Binding Erase], and press [Next].

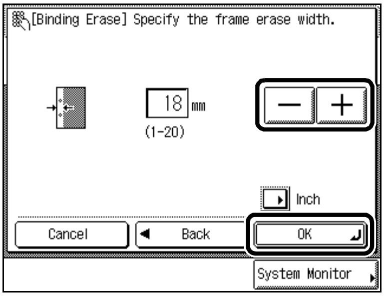


3 Specify the binding erase feature, and press [Next].



The position of the binding holes refers not to the position in which the original is placed on the platen glass, but to the position of the binding holes viewed when the surface of the original that you want to scan is face up, with its top edge aligned with the top left corner of the platen glass.

4 Set the desired binding erase width using [–] or [+], and press [OK] → press [Done].



When entering values in millimetres, you can use (0) - (9) (numeric keys) and (C).

Even when you enter the values with (0) - (9) (numeric keys), you can change the values using [–] or [+].

The specified mode is set and the display returns to the Basic Features screen.

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears in the screen.

NOTE

- *If you want to enter values in inches, press [Inch]. Set the inch entry function to [On] in the Additional Functions beforehand. (See the Reference Guide.)*
- *The default setting is 18mm.*

5 Press (Start).

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Frame Erase] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)

This mode automatically reduces two, four, or eight originals, two-sided originals, or the facing pages of a book to fit on one side or both sides of a selected paper size.

IMPORTANT

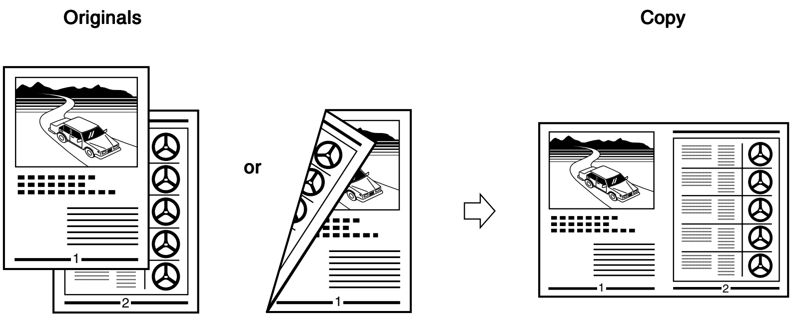
- *When the machine is operating in the Image Combination mode, you cannot use the Entire Image, Two-sided, Two-page Separation, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Saddle Stitch, Original Frame Erase, Book Frame Erase, Different Size Originals, Image Separation, Image Repeat, or Mirror Image modes.*
- *Originals copied in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.*

NOTE

- *The reduction ratio is automatically set so that the originals fit on the selected paper size.*

■ **2 On 1**

Reduces two 1-sided originals or one 2-sided original to fit on one side or both sides of the copy sheet.

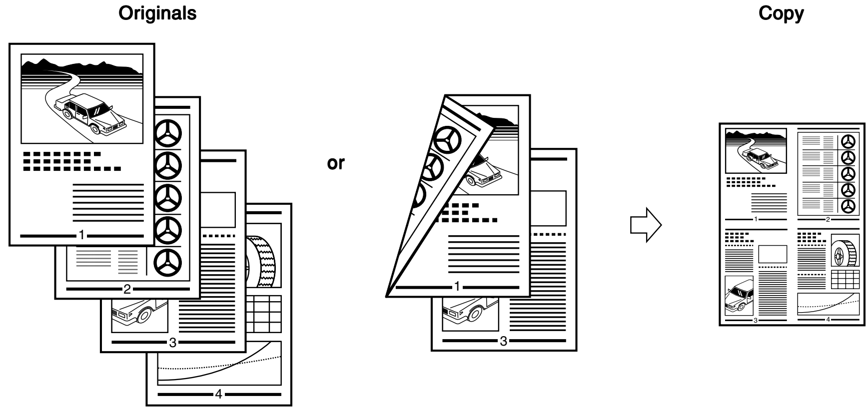


2

Useful Copy Functions

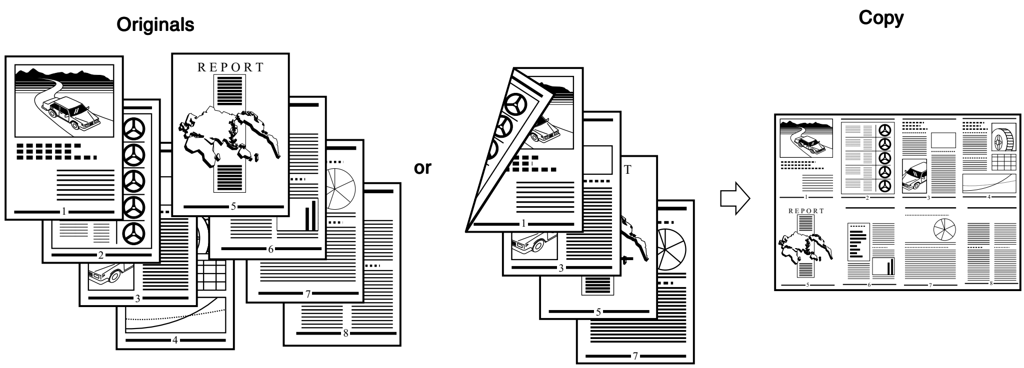
■ **4 On 1**

Reduces four 1-sided or two 2-sided originals to fit on one side or both sides of the copy sheet.



■ **8 On 1**

Reduces eight 1-sided or four 2-sided originals to fit on one side or both sides of the copy sheet.



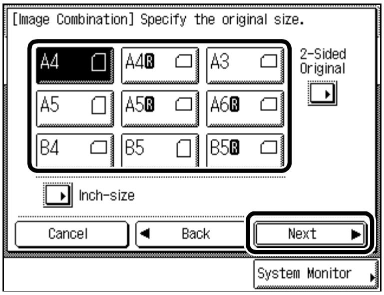
---

1 Place your originals, and press [Special Features] → press [Image Combination].

NOTE

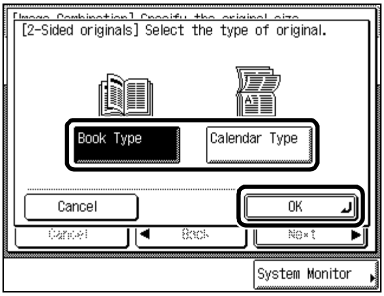
- *When Auto Collate is set to [On], the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

2 Select the size of the original, and press [Next].



When copying a two-sided original with the Image Combination mode, select the size of the original, and press [2-Sided Original].

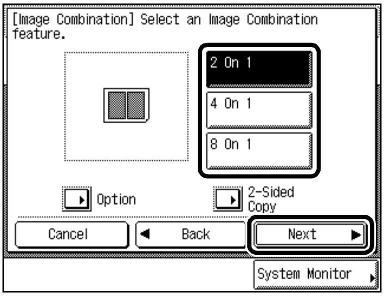
When you pressed [2-Sided Original], select the opening method, and press [OK].



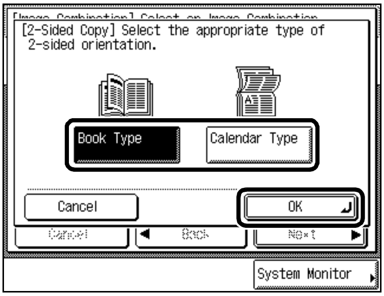
NOTE

- *To select the inch paper size, press [Inch-size].*

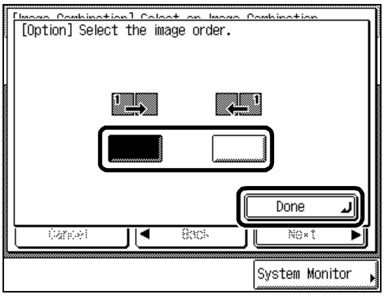
3 Select the desired Image Combination feature, and press [Next].



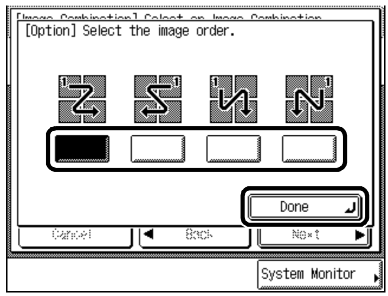
If you want to make two-sided copies, press [2-Sided Copy], select the opening method, and press [OK].



Press [Option] to select the order of the image layout, and press [Done].



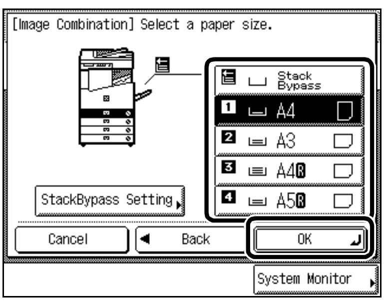
2 On 1



4 On 1, 8 On 1

If you do not specify [Option], the images are printed in the following order: left → right for 2 On 1; upper left → upper right → lower left → lower right for 4 On 1 or 8 On 1.

4 Select the paper size, and press [OK] → press [Done].



The specified mode is set and the display returns to the Basic Features screen.

IMPORTANT

- *You cannot set Automatic Paper Selection in the Image Combination mode.*

NOTE

- *The machine automatically selects the copy ratio depending on the selected paper size.*
- *When you set the Image Combination mode, the Shift mode is automatically set.*

5 Press ◇.

When the original is placed on the platen glass, follow the instructions that appear on the display and press ◇ once for each original. When scanning is completed, press [Done].

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Image Combination] →[Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⟲.*

Dividing an Original into Equal Sections and Enlarging Each Section on a Separate Copy Sheet (Image Separation)

This mode automatically divides an original into equal sections and copies each section in an enlarged form on a separate sheet of paper.
The following four types of Image Separation features are available: 1 to 2 (1-sided and 2-sided copies), and 1 to 4 (1-sided and 2-sided copies).

IMPORTANT

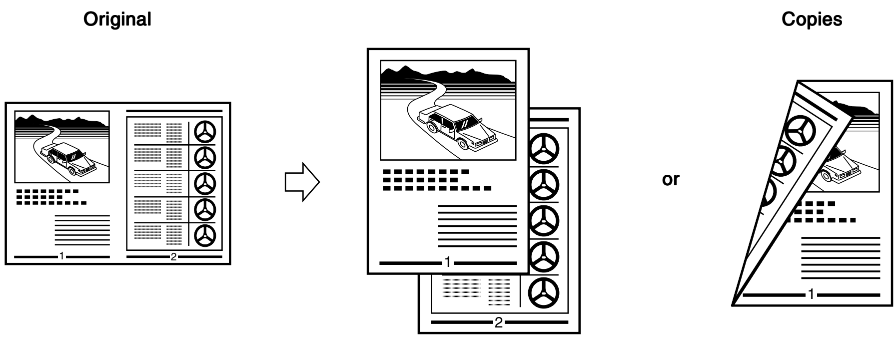
- *When the machine is operating in the Image Separation mode, you cannot use the Entire Image, Two-sided, Two-page Separation, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Saddle Stitch, Frame Erase, Different Size Originals, Image Combination, or Image Repeat modes.*
- *Originals copied in the Image Separation mode must all be the same size. You cannot use the Different Size Originals mode in combination with the Image Separation mode.*
- *Place the original on the platen glass. You cannot copy the original in the Image Separation mode from the feeder.*

NOTE

- *The enlargement ratio is automatically set to match the designated paper size.*

■ 1 to 2

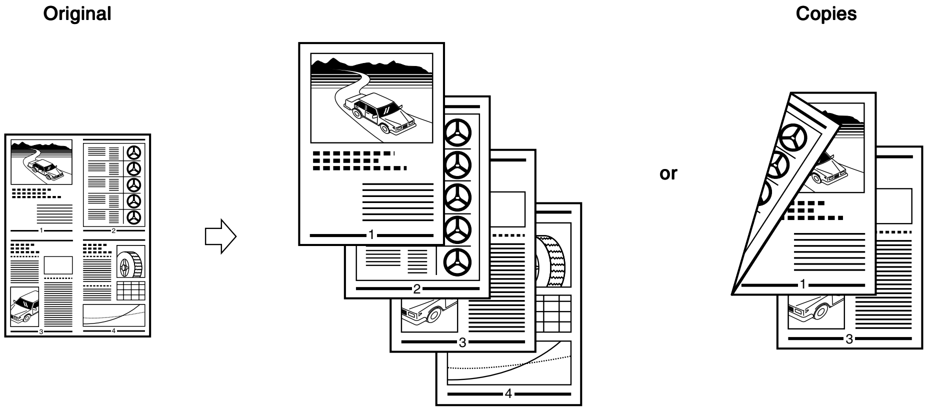
Divides a one-sided original into two equal sections and outputs the sections in an enlarged form as two 1-sided copies or one 2-sided copy.



NOTE

- *You can place A4-size originals horizontally or vertically when using this feature. When placed vertically, each page is divided into upper and lower sections.*

■ 1 to 4
Divides a one-sided original into four equal sections and outputs the sections in an enlarged form as four 1-sided copies or two 2-sided copies.

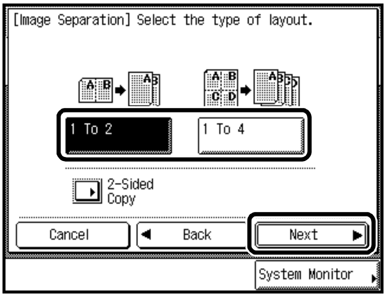


NOTE

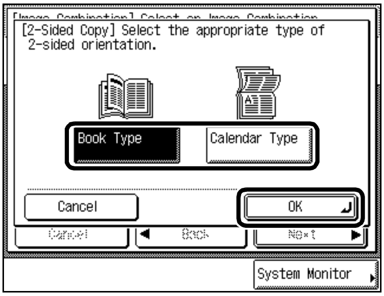
- *You can place A4-size originals horizontally or vertically when using this feature.*

1 **Place the original on the platen glass, and press [Special Features] → press [Image Separation].**

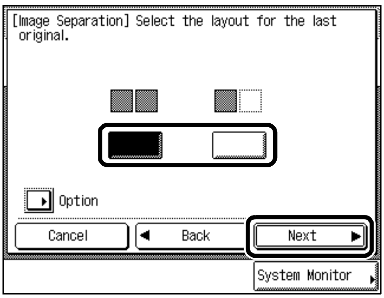
2 **Select the type of zooming layout, and press [Next].**



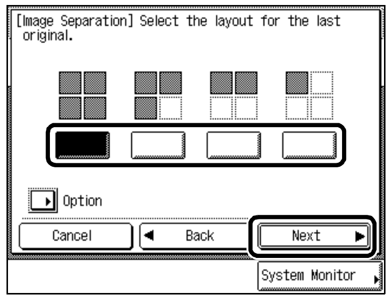
If [2-Sided Copy] is selected, select the opening method, and press [OK].



3 Select the layout of the final page of the original, and press [Next].



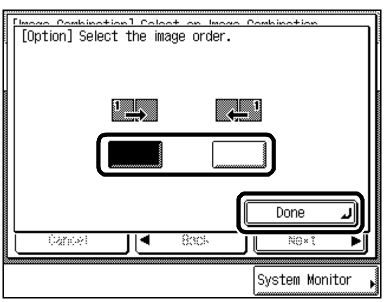
1 To 2



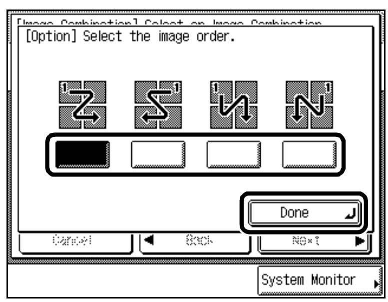
1 To 4

You can reduce the output of pages without images (blank output) by setting the layout of the last original.

Press [Option] to select the order of the image layout, and press [Done].



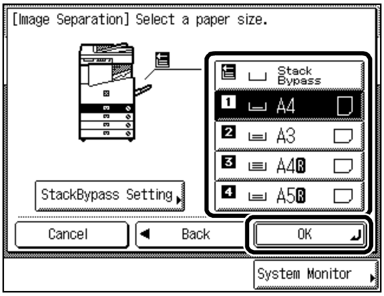
1 To 2



1 To 4

If you do not specify [Option], the images are printed in the following order: left → right for 1 To 2; upper left → upper right → lower left → lower right for 1 To 4.

4 Select the paper size, and press [OK] → press [Done].



The specified mode is set and the display returns to the Basic Features screen.

IMPORTANT

- *You cannot select [Automatic Paper Selection] in the Image Separation mode.*

NOTE

- *The machine automatically selects the copy ratio depending on the selected paper size.*

5 Press (Start).

When there are multiple originals, follow the instructions that appear on the display and press (Start) once for each original. When scanning is completed, press [Done].

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Image Separation] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Feeding Different-size Originals Together in the Feeder (Different Size Originals)

This function enables you to copy different-size originals together in one group, by setting them in the feeder.

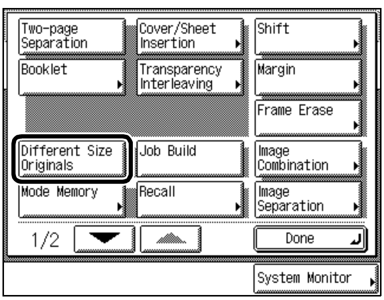
IMPORTANT

- *This function can be set when the Feeder (DADF-H1) is attached.*
- *When the machine is operating in the Different Size Originals mode, you cannot use the Book ▶ 2-sided, Two-page Separation, Booklet, Image Combination, Image Separation, or Image Repeat modes.*
- *You cannot select the Shift mode when you set [Automatic Paper Selection] in combination with the Different Size Originals mode.*
- *All originals placed together in the feeder must be the same weight (paper type).*

NOTE

- *When combined with Different Size Originals, two-sided copying cannot be performed. The different-size originals will be printed as one-sided copies on their respective sizes.*

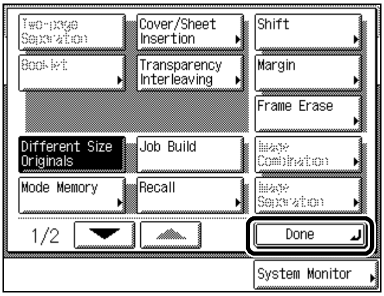
1 **Place your originals in the feeder, and press [Special Features] → press [Different Size Originals].**



NOTE

- *When Auto Collate is set to [On], the Collate mode or the Offset Collate mode is automatically set when you place the originals in the feeder. (See 'Setting Automatic Collate On/Off', on p. 3-5.)*

2 Press [Done].



The specified mode is set and the display returns to the Basic Features screen.

3 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear on the display and press (Start) once for each original. When scanning is completed, press [Done].

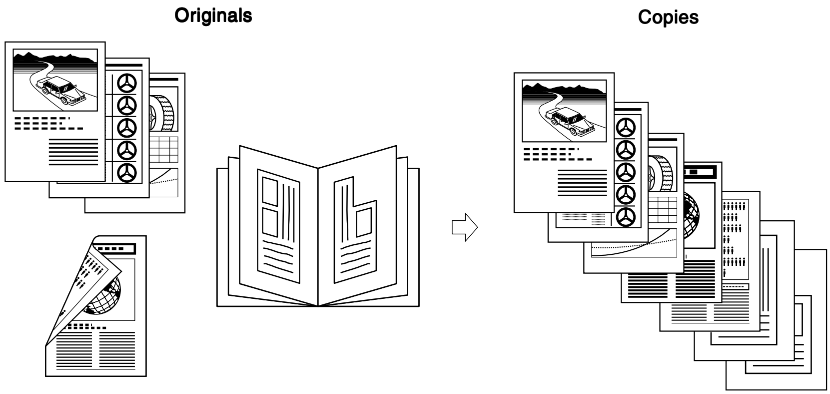
Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [Different Size Originals], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Copying Separately-set Originals (Job Build)

This mode enables you to scan too many originals to set at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are copied as one document after all batches have been scanned.



IMPORTANT

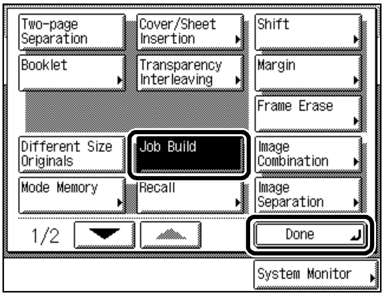
- *You cannot change the copy settings while scanning originals in the Job Build mode. You need to set the necessary settings beforehand according to the type of original or the desired Finisher mode.*
- *However, you can change or specify the following before scanning the next originals, i.e., between jobs: the number of copies, image quality, exposure and 2-sided mode.*
- *When you place each original in the feeder, continue to remove each original from the original output area when scanning is completed.*

NOTE

- *When you place different-size originals in the feeder, set the Different Size Originals mode.*
- *When you want to copy one-sided and two-sided originals as two-sided copies, set the 1 ▶ 2-Sided mode beforehand, if the first batch of originals is one-sided. If the first batch is two-sided, then set the 2 ▶ 2-Sided mode beforehand. To scan the next original, set or cancel the Two-sided Original mode according to the type of original.*
- *It is useful to store originals in a mail box and print them with the Merge Documents mode when you cannot prepare the originals at one time, or when you want to set different settings for each original. (See the Mail Box Function Guide.)*

1 **Place your first original, and press [Special Features].**

2 **Press [Job Build], and press [Done].**



The specified mode is set and the display returns to the Basic Features screen.

3 **Press ⓘ.**

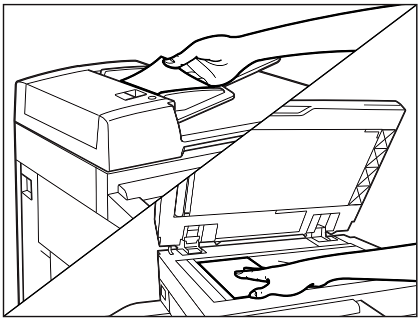
Scanning starts.

NOTE

- *To cancel scanning, press [Cancel] or .*

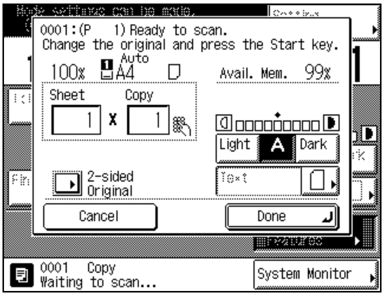
4 **When scanning is completed, place the next original, and press ⓘ.**

Change the scan settings before pressing ⓘ, if necessary.

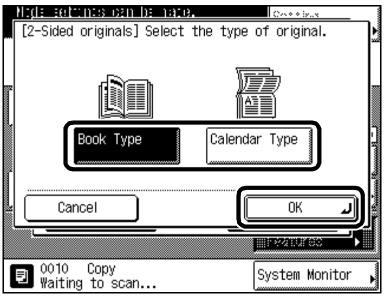


- You can adjust the exposure and the image quality. (See ‘Adjusting Exposure and Image Quality’, on p. 1-22.)
- You can change the setting of the original type (i.e., One-sided/Two-sided). (See ‘Two-sided Copying (Two-sided Mode)’, on p. 1-57.)
- You can change the number of copy sets. (See ‘Entering the Copy Quantity’, on p. 1-15.)

When scanning two-sided originals, press [2-sided Original].



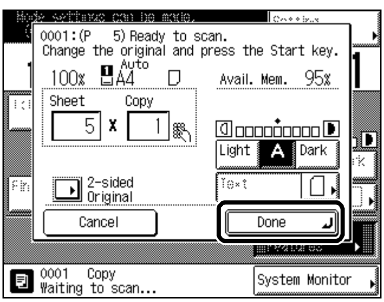
Select the type of two-sided original, and press [OK].



- Do not forget to set or cancel the Two-sided Original mode according to the type of originals.

Repeat this operation as necessary.

5 After the last original is scanned, press [Done].



NOTE

- *To cancel the setting, press [Special Features] → [Job Build], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press .*

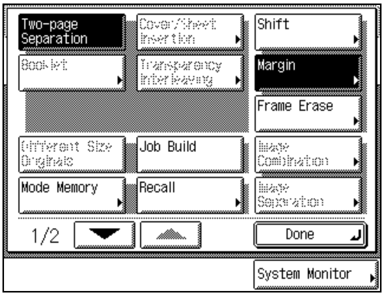
Storing/Recalling Often-used Copy Settings in Memory (Mode Memory)

You can store any possible combination of the Copy functions, up to nine settings, in a memory key, and then name that key. It is useful when you want to store frequently used Copy functions.

NOTE
- *The copy settings stored in memory are not erased even when you turn the power off.*
- *You can store all functions (modes), except for the Interrupt mode.*

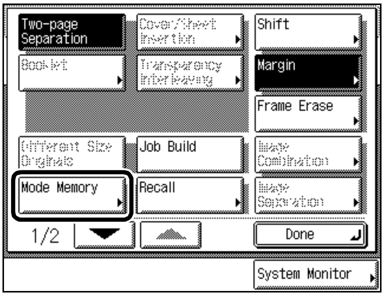
Storing Copy Settings

1 **Programme the copy settings that you want to store in the Basic Features and/or Special Features screen.**

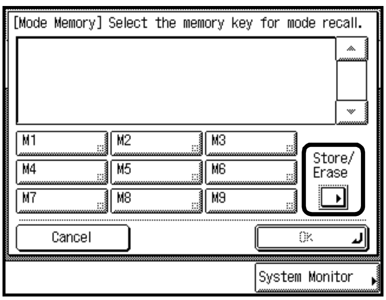


NOTE
- *In the case shown above, the Two-page Separation and Margin modes are set.*

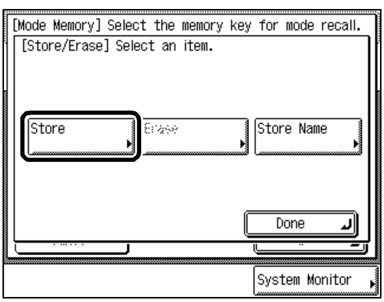
2 Press [Mode Memory].



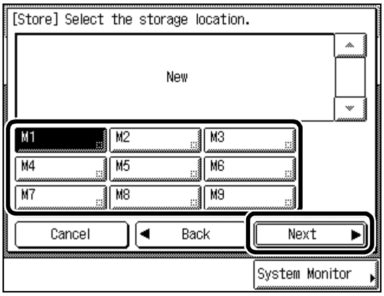
3 Press [Store/Erase].



4 Press [Store].



5 Select the desired memory key from among memory keys [M1] to [M9], and press [Next].

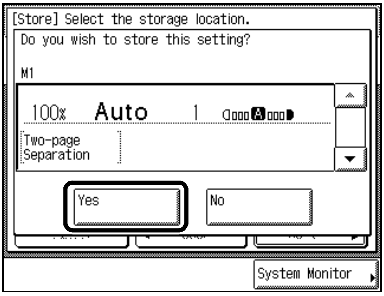


NOTE

- *A mode memory key already storing copy settings shows a small, black square (■) in the lower right corner.*
- *If you select a memory key already storing copy settings, the settings are displayed.*
- *If there are more stored copy settings than are currently displayed, then you can scroll the list using [▲] or [▼].*

- **If you select a memory key not already storing copy settings:**

  Select [Yes] to store copy settings.



Select [No] to cancel storing.

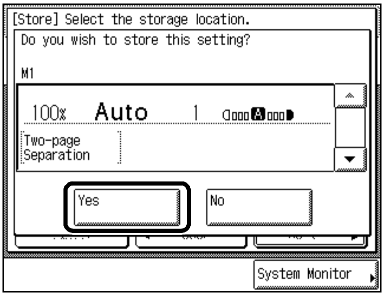
When storing is completed, the message “Stored in memory.” appears for about two seconds.

The memory key storing the copy settings is reversed and the stored settings are displayed.

2

Useful Copy Functions

● **If you select a memory key already storing a copy setting:**
Select [Yes] to overwrite the stored settings.



Select [No] to cancel storing.

When storing is completed, the message “Stored in memory.” appears for about two seconds.

The memory key storing the copy settings is reversed and the stored settings are displayed.

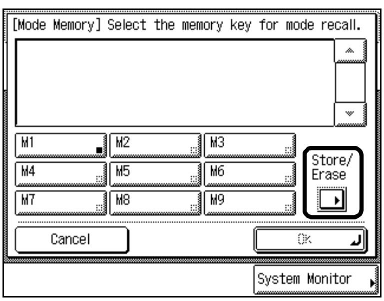
6 **Press [OK], and press [Done].**

The display returns to the Basic Features screen.

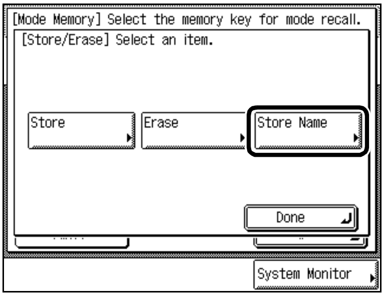
Storing a Memory Key Name

1 **Press [Special Features], and press [Mode Memory].**

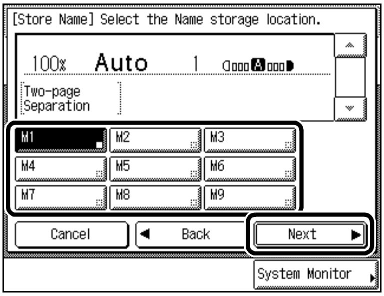
2 **Press [Store/Erase].**



3 Press [Store Name].



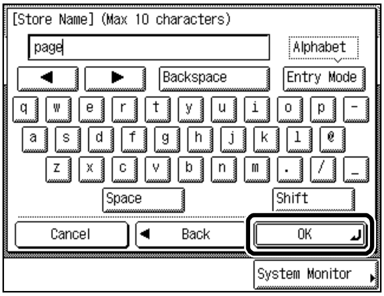
4 Select the memory key ([M1] to [M9]) to which you want to store a name, and press [Next].



NOTE

- *A mode memory key already storing copy settings shows a small, black square (■) in the lower right corner.*
- *If you select a memory key already storing copy settings, the settings are displayed.*

5 **Enter the new name, and press [OK].**



The maximum number of characters you can use for the memory key name is 10.
For details of how to enter characters from the touch panel display, see the *Reference Guide*.

The name appears on the memory key.

NOTE

- *If you press [OK] without any characters entered, the name of the memory key returns to its default setting, e.g., [M1] or [M2].*

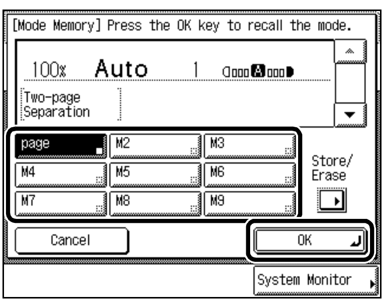
6 **Press [OK], and press [Done].**

The display returns to the Basic Features screen.

Recalling Copy Settings

1 **Press [Special Features], and press [Mode Memory].**

2 **Select the memory key storing the copy settings you want to use → confirm the stored settings → press [OK] → press [Done].**



The display returns to the Basic Features screen.

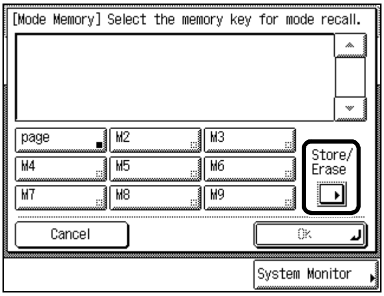
NOTE

- *Recalling copy settings from memory cancels the current copy settings.*
- *After recalling copy settings from memory, you can change them, and make copies.*
- *If you press another memory key, the copy settings stored in that key are recalled.*

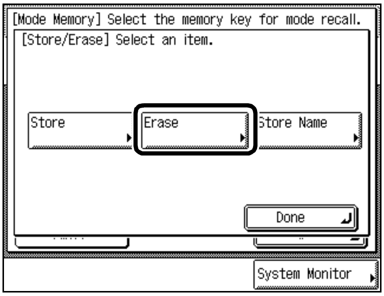
Erasing a Copy Job

1 **Press [Special Features], and press [Mode Memory].**

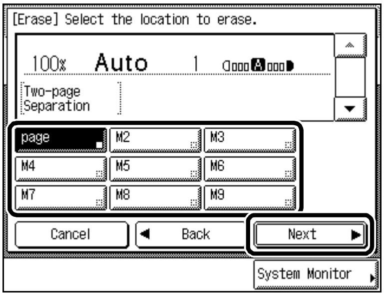
2 **Press [Store/Erase].**



3 **Press [Erase].**



4 Select a memory key to be erased, and press [Next].



The message appears to confirm that you want to erase the copy job.

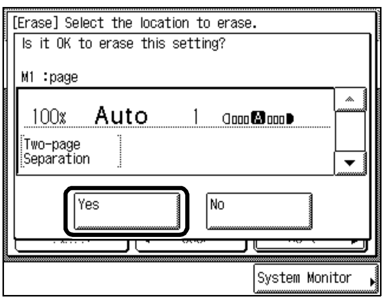
IMPORTANT

- *Check the copy settings before you erase them.*

NOTE

- *A mode memory key already storing copy settings shows a small, black square (■) in the lower right corner.*
- *If you selected a memory key already storing copy settings, the settings are displayed.*
- *If there are more stored copy settings than are currently displayed, then you can scroll the list using [▲] or [▼].*

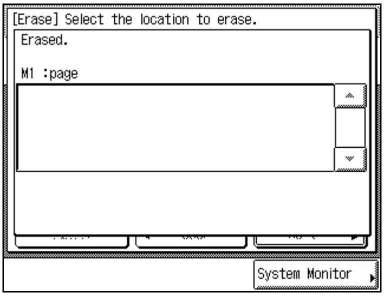
5 Press [Yes].



If you want to cancel erasing, press [No].

The message “Erased. appears for about two seconds on the touch panel display.

The stored copy setting is erased.



NOTE

- *The name of the memory key is not erased. For details of how to change the name, see 'Storing a Memory Key Name', on p. 2-50.*

6 **Press [Cancel], and press [Done].**

The display returns to the Basic Features screen.

Recalling a Previous Copy Setting (Recall)

With this function, you can recall up to three previous copy settings and make copies using these settings.

IMPORTANT

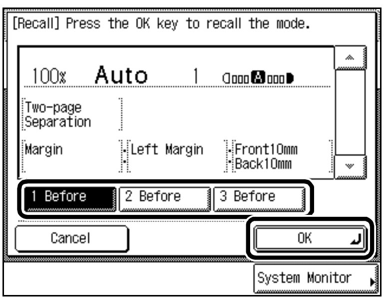
- *One copy job is defined by setting the number of copies, exposure, copy ratio, etc., and pressing or when the Auto Clear function is [On], or by calling up a copy job stored in memory. If one of these keys was not pressed, or if the Auto Clear function is not active, then calling up a copy job by pressing [Recall] is not possible.*
- *The Standard mode cannot be recalled by this procedure.*
- *Identical copy settings are counted as one setting.*

NOTE

- *Once stored, the last three copy settings are held in memory even if the power is turned off.*

1 **Place your originals, and press [Special Features] → [Recall].**

2 **Select either [1 Before], [2 Before], or [3 Before] → confirm the settings → press [OK] → [Done].**



The display returns to the Basic Features screen.

NOTE

- *You can also check which copy jobs are stored to memory other than the currently displayed copy job by pressing [▲] or [▼].*

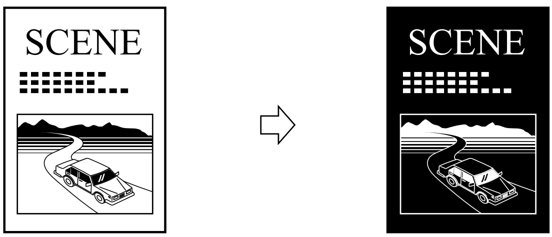
3 **Press .**

Copying starts.

Inverting Original Images (Nega/Posi)

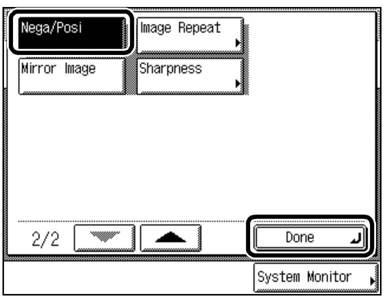
This function enables you to make copies of the original image inverting the black and the white areas.

Original Copy



1 Place your originals, and press [Special Features] → press [▼].

2 Press [Nega/Posi], and press [Done].



The specified mode is set and the display returns to the Basic Features screen.

3 Press .

Copy starts.

NOTE

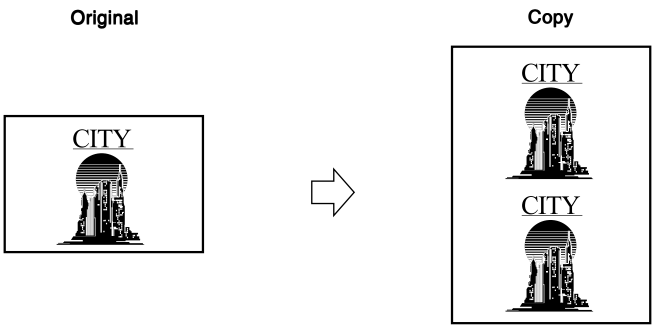
- *To cancel the setting, press the [Special Features] → [▼] → [Nega/Posi]. in this order.*
- *To cancel all settings and return the machine to the Standard mode, press .*

Making Copies with the Original Image Repeated (Image Repeat)

You can repeatedly copy the image of an original in either the vertical or horizontal direction. The following two setting methods are available for the Image Repeat mode.

■ **Automatic Setting**

The original image is copied so that the maximum possible number of copies fit in the selected paper size.

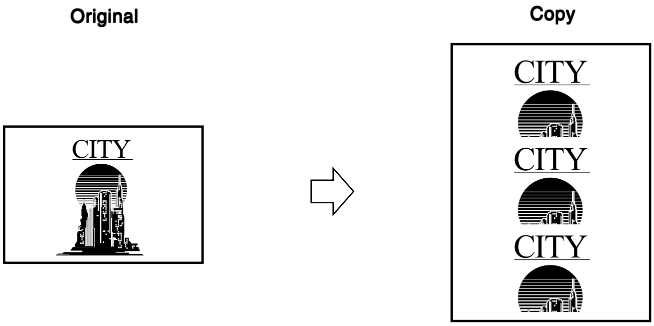


IMPORTANT

- *When the machine is operating in the Image Repeat (auto setting) mode, you cannot use the Entire Image, Book ▶ 2-Sided, Two-page Separation, Cover/Sheet Insertion, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, Different Size Originals, Image Combination, Image Separation, Mirror Image, Automatic Paper Selection, or Auto modes.*

■ Manual Setting

The original image is copied a specified number of times.



Example : When “3 times” is specified, images overlap when copied.

IMPORTANT

- *When the machine is operating in the Image Repeat (manual setting) mode, you cannot use the Entire Image, Book▶2-Sided, Two-page Separation, Cover/Sheet Insertion, Shift, Booklet, Transparency Interleaving, Margin, Frame Erase, Different Size Originals, Image Combination, Image Separation, or Mirror Image modes.*

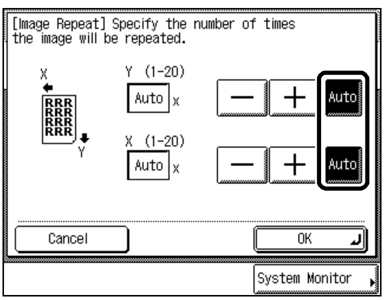
---

1 **Place your original, and press [Special Features] → press [▼] → press [Image Repeat].**

2 **Set the number of Image repeat times for each of the horizontal and vertical directions.**

- **Automatic setting**

  Press [Auto].

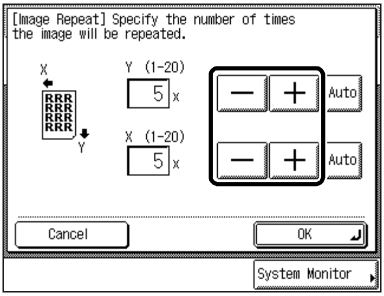


To make repeated copies with the number of repeats automatically set, select the paper size.

The original image is copied so that the maximum possible number of copies fit in the selected paper size.

- **Manual setting**

  Press [–] or [+] to set the number of images.



The number of times the image can be repeated is from 1 to 20.

IMPORTANT

- *Depending on how many times you have manually set the image to be repeated, some of the designated images may overlap.*

3 Press [OK], and press [Done].

The specified mode is set and the display returns to the Basic Features screen.

4 Press ⟐.

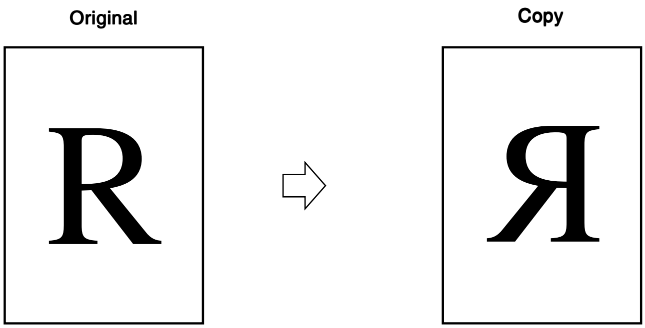
Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [▼] → [Image Repeat] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⟐.*

Making Copies with Image Reversed (Mirror Image)

This mode copies the image of the original reversed as a reflection in the mirror.

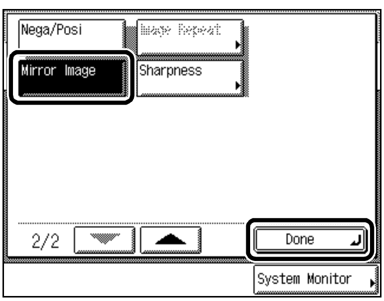


IMPORTANT

- *When the machine is operating in the Mirror Image mode, you cannot use the Entire Image, Cover/Sheet Insertion, Shift, Booklet, Margin, Frame Erase, Image Combination, Transparency Interleaving, or Image Repeat modes.*

1 **Place your original, and press [Special Features] → press [▼].**

2 **Press [Mirror Image], and press [Done].**



The specified mode is set and the display returns to the Basic Features screen.

3 Press ◈.

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [▼] → [Mirror Image], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press ⌫.*

Making Sharp Contrast Copies (Sharpness)

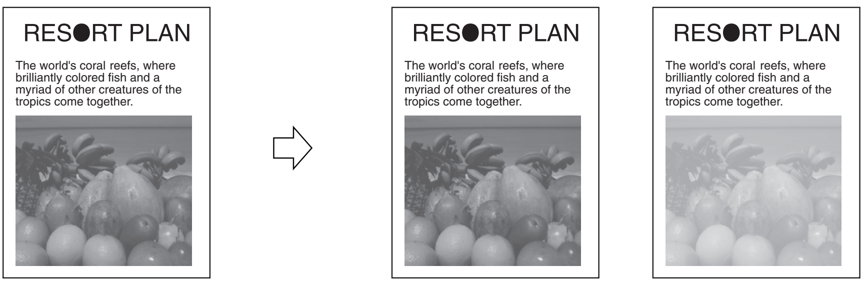
This mode allows you to make copies of original images with the contrast reproduced more sharply or more softly. To make copies with text or lines reproduced more sharply, use [High]. To make copies with photographs or other halftones reproduced more softly, use [Low].

■ Low

If you make copies of an original image containing halftones, such as a printed photograph using the Photo mode, moire may occur. However, by using [Low], you can soften this moire effect so that the copy is easier on the eyes.

Original **Copy**

Low set **Low not set**

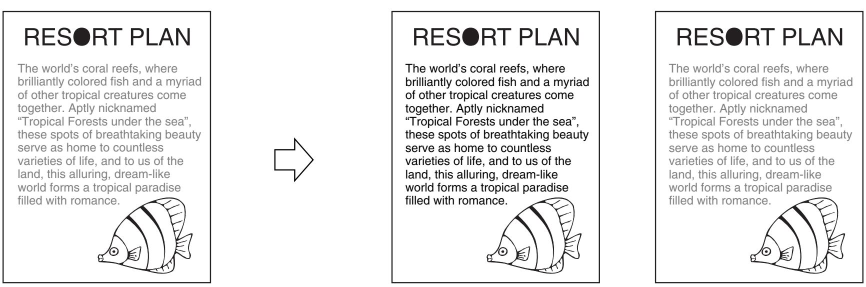


■ High

This feature enhances the edges of original images so that faint or fine text is reproduced more sharply. This feature is particularly suited to blueprints and faint pencil-drawn original images.

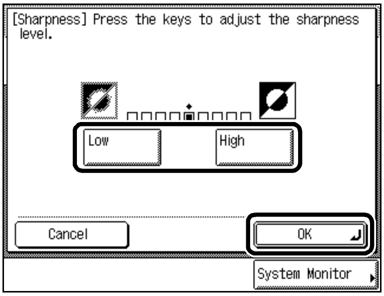
Original **Copy**

High set **High not set**



1 **Place your original, and press [Special Features] → press [▼] → press [Sharpness].**

2 **Adjust the sharpness by pressing [Low] or [High], and press [OK] → press [Done].**



To copy text and lines clearly, the setting should be towards [High]. To copy halftone images such as photographs, the setting should be towards [Low].

The specified mode is set and the display returns to the Basic Features screen.

3 **Press (Start).**

Copying starts.

NOTE

- *To cancel the setting, press [Special Features] → [▼] → [Sharpness] → [Cancel], in this order.*
- *To cancel all settings and return the machine to the Standard mode, press (Reset).*

Setting/Storing Specifications of the Copy Function

3

CHAPTER

This chapter describes how to store or change the default settings to suit your needs.

Copy Settings List

The following items can be stored or set in the Copy Settings screen.

Additional Function	Available settings	Applicable page
Copy Settings		
Standard Key 1, 2 Settings	All modes (No setting*)	p. 3-3
Auto Collate*1	On*/Off	p. 3-5
Image Orientation Priority*2	On/Off*	p. 3-6
Job Duration Display	On/Off*	p. 3-7
Auto Orientation	On*/Off	p. 3-8
Photo Mode	On/Off*	p. 3-9
Standard Settings	Store, Initialise	p. 3-10
Initialise Copy Settings	Initialise	p. 3-13

Settings marked * are default settings.
*1: Displayed only when the Feeder (DADF-H1) is attached.
*2: Not displayed when the Finisher-J1 is attached.

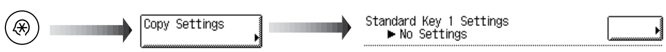
NOTE

- *For instructions on how to set the modes not described in this manual, refer to the other manuals available separately.*
- *The Copy Settings screen is made up of several screens. Use [▼] or [▲] to scroll to the screen you want, and make the required settings.*
- *When [▼] or [▲] should be pressed, the indication ▼▲ is displayed in this manual.*

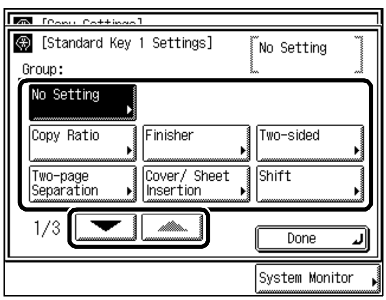
Setting Standard Keys

You can store up to two Standard keys from the Copy Ratio, Finisher, and Two-sided Mode keys on the Basic Features screen, the keys on the Special Features screen, or the memory keys containing copy settings stored in Mode Memory. This is useful when you want to store the frequently-used copy functions in the Basic Features screen.

1 Call up the desired screen as follows:



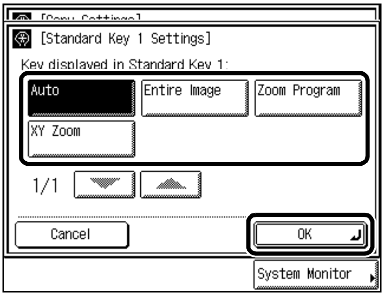
2 Display the group of functions to be stored as Standard keys by pressing [▼] or [▲], and select the desired group of functions.



NOTE

- *To cancel the Standard Key setting already stored, press [No Setting].*

3 Select the desired modes to be stored with the Standard key, and press [OK].



NOTE

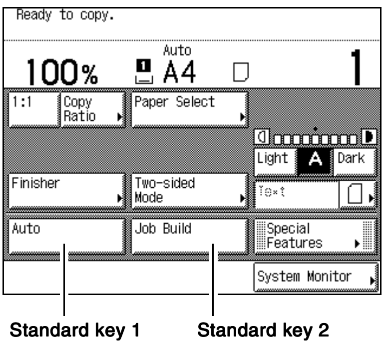
- *To cancel storing, press [Cancel].*

4 Press [Done].

Repeat this procedure.

The display returns to the Basic Features screen.

Example: The stored Standard keys are displayed as shown below.



Setting Automatic Collate On/Off

This mode allows automatic selection of the Collate (Offset Collate) mode when the original is placed in the feeder. This is helpful when making multiple copies, because you do not need to remember to select the Finisher mode.

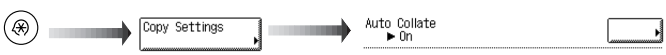
IMPORTANT

- *This setting is available only when the Feeder (DADF-H1) is attached.*

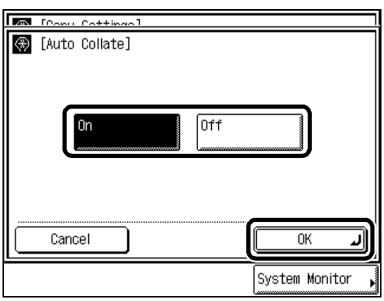
NOTE

- *When Auto Collate is set to [On] with the finisher (option) attached, the Offset Collate mode is set. Without any output option attached, the Collate mode is set.*
- *The default setting is [On].*

1 **Call up the desired screen as follows:**



2 **Select [On] or [Off], and press [OK].**



3 **Press [Done].**

Repeat this procedure.

The selected mode is set and the display returns to the Basic Features screen.

Setting Image Orientation Priority to On/Off

The image orientation may be printed conversely depending on the copy mode set. With this function, you can set whether or not to copy the image in the same direction as the original image.

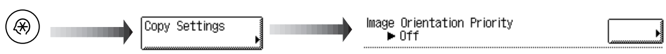
IMPORTANT

- *This setting is not available when the Finisher-J1 is attached.*

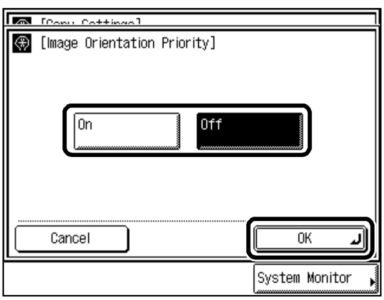
NOTE

- *When Image Orientation Priority is set to [On], the first copy will take longer to process than normally.*
- *The default setting is [Off].*

1 **Call up the desired screen as follows:**



2 **Select [On] or [Off], and press [OK].**



3 **Press [Done].**

Repeat this procedure.

The selected mode is set and the display returns to the Basic Features screen.

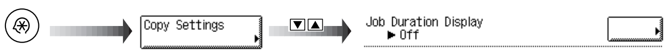
Setting the Job Duration Display

When Job Duration Display is set to [On], the time remaining until completion of the copy job (Job Duration Time) is indicated in minutes on the touch panel display.

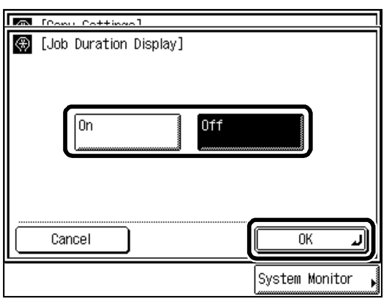
NOTE

- *The job duration time is shown as the [Print Time] in the screen displayed during printing.*
- *The job duration time is not displayed for the Transparency Interleaving, Cover/Sheet Insertion, Different Size Originals, Rotate Collating, and Rotate Grouping modes or when the copy waiting time is less than one minute.*
- *The default setting is [Off].*

1 Call up the desired screen as follows:



2 Select [On] or [Off], and press [OK].



3 Press [Done].

Repeat this procedure.

The selected mode is set and the display returns to the Basic Features screen.

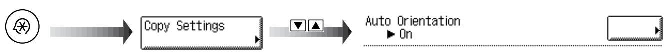
Setting Auto Orientation to On/Off

Using parametres such as original size and zoom ratio, this function automatically rotates the image to the most suitable position for the specified paper size.

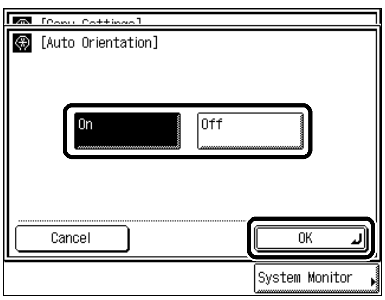
NOTE

- *The default setting is [On].*

1 **Call up the desired screen as follows:**



2 **Select [On] or [Off], and press [OK].**



NOTE

- *Only standard size originals up to A4 (for direct zoom ratio) can be rotated.*
- *When [Automatic Paper Selection] is selected, any paper matching the width will be displayed as the optimum size if there is no paper with the optimum length.*

3 **Press [Done].**

Repeat this procedure.

The selected mode is set and the display returns to the Basic Features screen.

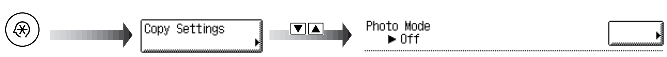
Setting the Photo Mode of the Copy Function

You can set whether or not to use the Photo mode in the Copy function. When the Photo Mode is [On], you can select [Printed Image] and [Photo] when making copies with the image quality setting.

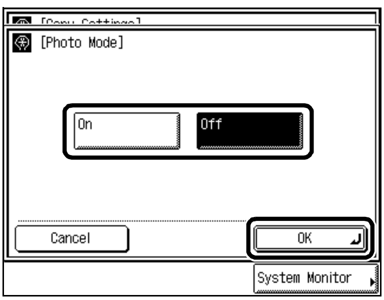
NOTE

- *The default setting is [Off].*

1 **Call up the desired screen as follows:**



2 **Select [On] or [Off], and press [OK].**



3 **Press [Done].**

Repeat this procedure.

The display returns to the Basic Features screen.

Changing the Current Standard Settings

Standard Settings refers to a combination of Copy modes that the machine automatically sets after the power is turned on or when is pressed. The standard settings can be changed to suit your needs, or be returned to the default settings.

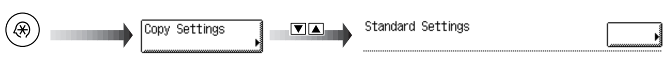
NOTE

- *The default settings are as follows:*
  - *Copy quantity: 1*
  - *Paper selection: Automatic Paper Selection*
  - *Exposure/ Image quality: A*
  - *Copy Ratio: 1:1 (100%)*
  - *Copy function: 1 ▶ 1-sided copy*

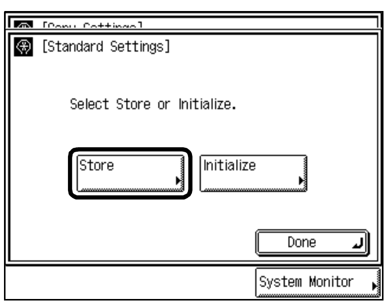
Storing New Standard Settings for Copying

To store copy settings as Standard Settings, you need to specify the settings you wish to store from the Basic Features screen and/or Special Features screen, and then follow the procedure below.

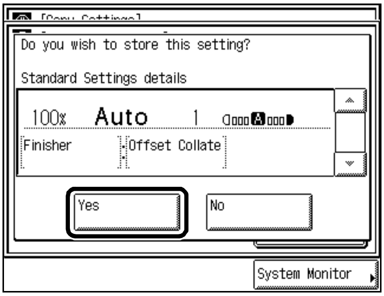
1 **Call up the desired screen as follows:**



2 **Press [Store].**

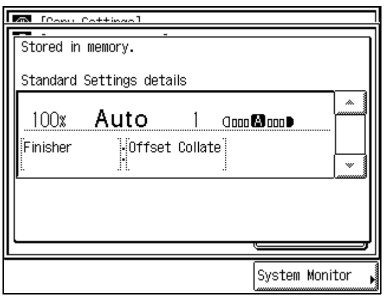


3 Press [Yes].



To cancel storing the currently displayed settings as the Standard Settings, press [No].

This screen is displayed for about two seconds as the settings currently displayed are stored as the Standard Settings.



NOTE

- *The settings displayed here are the currently set copy settings. Press [▲] or [▼] to display Copy modes that do not fit in the display area.*

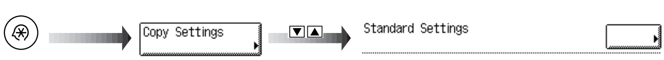
4 Press [Done].

Repeat this procedure.

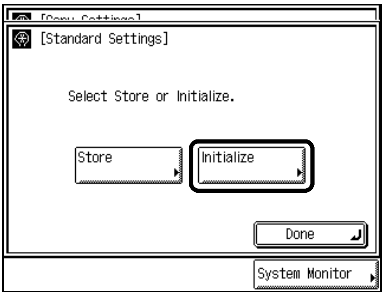
The display returns to the Basic Features screen.

Initialising the Standard Settings

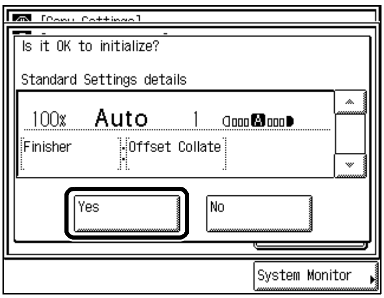
1 Call up the desired screen as follows:



2 Press [Initialize].

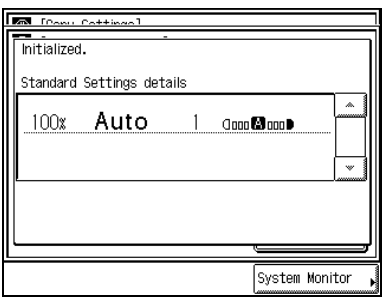


3 Check the setting, and press [Yes].



To cancel the initialisation, press [No].

This screen is displayed for about two seconds as the Standard Settings are initialised.



4 Press [Done].

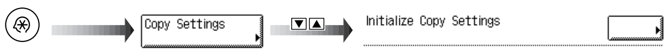
Repeat this procedure.

The display returns to the Basic Features screen.

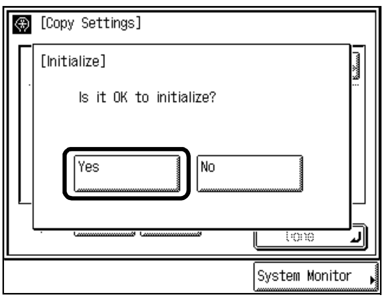
Restoring Settings to Default Copy Settings

Items that have been changed in the Copy Settings can be returned to their default settings.

1 **Call up the desired screen as follows:**

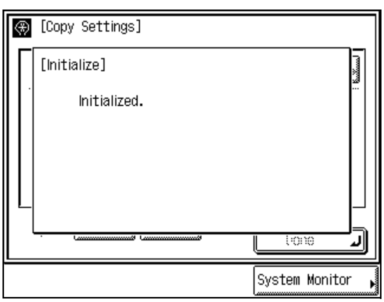


2 **Press [Yes].**



To cancel the initialisation of copy settings, press [No]. The display returns to the Copy Setting screen.

This screen is displayed for about two seconds.



3 **Press [Done].**

Repeat this procedure.

The display returns to the Basic Features screen.

Appendix

4

CHAPTER

Chart of Available Combination of Functions

The chart shows the settings combinations when you want to reconfigure the functions.

- ☐ Combination available
- ☒ Combination unavailable
- ▲ Priority to latest set mode
- ● Priority to Image Combination, Image Separation, and Booklet modes (Ratio can be changed)

Function intend to set / Function already set	Enlargement	Zoom Designation	XY Zoom	Auto Zoom mode	Zoom Program	Entire Image	Automatic Exposure Control	Printed Image	Photo	Text	Text/Photo	Automatic Paper Selection	Automatic Paper Selection, Auto Orientation	Auto Drawer Switching	Stack Bypass	Collate	Group	Rotate Collating	Rotate Grouping	Offset Collate	Offset Group	Staple	Saddle Stitch	Hole Punch	Interrupt Copy	Reserve Copy	1▶2-Sided	2▶2-Sided	2▶1-Sided	Book▶2-Sided
Enlargement		▲	▲	▲	▲																									
Zoom Designation	▲		▲	▲	▲																									
XY Zoom	▲	▲		▲	▲																									
Auto Zoom mode	▲	▲	▲		▲							×	×		*1															
Zoom Program	▲	▲	▲	▲																										
Entire Image															*1															
Automatic Exposure Control								▲	▲	▲	▲																			
Printed Image							▲		▲	▲	▲																			
Photo							▲	▲		▲	▲																			
Text							▲	▲	▲		▲																			
Text/Photo							▲	▲	▲	▲																				
Automatic Paper Selection				×									▲		*1			×	×				×							
Automatic Paper Selection, Auto Orientation				×								▲			*1			×	×				×							
Auto Drawer Switching															*1															
Stack Bypass				*1		*1						*1	*1	*1		*1	*1	*1	*1	*1	*1	*1	*1	*1			*1	*1		*1
Collate															*1		▲	▲	▲	▲	▲	▲	▲							
Group															*1	▲		▲	▲	▲	▲	▲	▲							
Rotate Collating												×	×		*1	▲	▲		▲	▲	▲	▲	▲							
Rotate Grouping												×	×		*1	▲	▲	▲		▲	▲	▲	▲							
Offset Collate															*1	▲	▲	▲	▲		▲	▲	▲							
Offset Group															*1	▲	▲	▲	▲	▲		▲	▲							
Staple															*1	▲	▲	▲	▲	▲	▲		▲							
Saddle Stitch												×	×		*1	▲	▲	▲	▲	▲	▲	▲							×	×
Hole Punch															*1															
Interrupt Copy																														
Reserve Copy																														
1▶2-Sided															*1													▲	▲	▲
2▶2-Sided															*1												▲		▲	▲
2▶1-Sided																							×				▲	▲		▲
Book▶2-Sided															*1								×				▲	▲	▲	

- ☐ Combination available
- ☒ Combination unavailable
- ▲ Priority to latest set mode
- ● Priority to Image Combination, Image Separation, and Booklet modes (Ratio can be changed)

Function intend to set \ Function already set	Enlargement	Zoom Designation	XY Zoom	Auto Zoom mode	Zoom Program	Entire Image	Automatic Exposure Control	Printed Image	Photo	Text	Text/Photo	Automatic Paper Selection	Automatic Paper Selection, Auto Orientation	Auto Drawer Switching	Stack Bypass	Collate	Group	Rotate Collating	Rotate Grouping	Offset Collate	Offset Group	Staple	Saddle Stitch	Hole Punch	Interrupt Copy	Reserve Copy	1▶2-Sided	2▶2-Sided	2▶1-Sided	Book▶2-Sided
Two-page Separation															*1								×				×	×	×	×
Image Combination	●	●	●		●	×						×	×		*1								×				×	×	×	×
Image Separation	●	●	●		●	×						×	×		*1								×				×	×	×	×
Original Frame Erase						×																								
Book Frame Erase						×																								
Binding Erase						×																								×
Right Margin																														
Left Margin																														
Top Margin																														
Bottom Margin																														
Shift						▲									*1															
Front Cover												*4	*4		*1		×	×	×		×		×							×
Sheet Insertion (Printed/Blank)												*4	*4		*1		×	×	×		×		×							×
Chapter Page												*4	*4		*1		×	×	×		×		×							×
Transparency Interleaving													×	*6	×	×	×	×	×	×	×	×	×	×			×	×	×	×
Booklet	●	●	●		●	×						×	×		*1	×	×	×	×	×	×	×	×	×			×	×	×	×
Booklet/Saddle Stitch	●	●	●		●	×						×	×		*1	×	×	×	×	×	×	×	*5	×			×	×	×	×
Front Cover (Printed/Blank)	●	●	●		●	×						×	×		*1	×	×	×	×	×	×	×	×	×			×	×	×	×
Sample Set															*1		×		×		×				*2	*3				
Different Size Originals													×																	×
Job Build																														
Sharpness																														
Nega/Posi																														
Image Repeat (Auto Setting)				×		×						×	×		*1															×
Image Repeat (Manual Setting)						×							×		*1															
Mirror Image																														

☐ Combination available
☒ Combination unavailable
▲ Priority to latest set mode
● Priority to Image Combination, Image Separation, and Booklet modes (Ratio can be changed)

Function intend to set \ Function already set	Two-page Separation	Image Combination	Image Separation	Original Frame Erase	Book Frame Erase	Binding Erase	Right Margin	Left Margin	Top Margin	Bottom Margin	Shift	Front Cover	Sheet Insertion (Printed/Blank)	Chapter Page	Transparency Interleaving	Booklet	Booklet/Saddle Stitch	Front Cover (Printed/Blank)	Sample Set	Different Size Originals	Job Build	Sharpness	Nega/Posi	Image Repeat (Auto Setting)	Image Repeat (Manual Setting)	Mirror Image
Enlargement		●	●													●	●	●								
Zoom Designation		●	●													●	●	●								
XY Zoom		●	●													●	●	●								
Auto Zoom mode																								×		
Zoom Program		●	●													●	●	●								
Entire Image		×	×	×	×	×					×					×	×	×						×	×	
Automatic Exposure Control																										
Printed Image																										
Photo																										
Text																										
Text/Photo																										
Automatic Paper Selection		×	×									*4	*4	*4		×	×	×						×		
Automatic Paper Selection, Auto Orientation		×	×									*4	*4	*4	×	×	×	×		×				×	×	
Auto Drawer Switching															×											
Stack Bypass	*1	*1	*1								*1	*1	*1	*1	×	*1	*1	*1						*1	*1	
Collate															×	×	×	×								
Group												×	×	×	×	×	×	×	×							
Rotate Collating												×	×	×	×	×	×	×								
Rotate Grouping												×	×	×	×	×	×	×	×							
Offset Collate															×	×	×	×								
Offset Group												×	×	×	×	×	×	×	×							
Staple Collate															×	×	×	×								
Saddle Stitch	×	×	×									×	×	×	×	×	*5	×								
Hole Punch															×	×	×	×								
Interrupt Copy																			*7							
Reserve Copy																			*8							
1▶2-Sided	×	×	×												×	×	×	×								
2▶2-Sided	×	×	×												×	×	×	×								
2▶1-Sided	×	×	×												×	×	×	×								
Book▶2-Sided	×	×	×			×						×	×	×	×	×	×	×		×				×	×	

☐ Combination available
☒ Combination unavailable
▲ Priority to latest set mode
● Priority to Image Combination, Image Separation, and Booklet modes (Ratio can be changed)

Function intend to set \ Function already set	Two-page Separation	Image Combination	Image Separation	Original Frame Erase	Book Frame Erase	Binding Erase	Right Margin	Left Margin	Top Margin	Bottom Margin	Shift	Front Cover	Sheet Insertion (Printed/Blank)	Chapter Page	Transparency Interleaving	Booklet	Booklet/Saddle Stitch	Add Cover (Printed/Blank)	Sample Set	Different Size Originals	Job Build	Sharpness	Nega/Posi	Image Repeat (Auto Setting)	Image Repeat (Manual Setting)	Mirror Image
Two-page Separation		×				×						×	×	×	×	×	×	×		×				×	×	
Image Combination	×		×	×	×						▲	×	×	×	×	▲	▲	▲		×				×	×	×
Image Separation	×	×		×	×	×						×	×	×	×	×	×	×		×				×	×	
Original Frame Erase		×			▲	▲										×	×	×						×	×	×
Book Frame Erase		×	×	▲		▲										×	×	×						×	×	×
Binding Erase	×		×	▲	▲											×	×	×						×	×	×
Right Margin			×					▲	▲	▲						×	×	×						×	×	×
Left Margin							▲		▲	▲						×	×	×						×	×	×
Top Margin							▲	▲		▲						×	×	×						×	×	×
Bottom Margin							▲	▲	▲							×	×	×						×	×	×
Shift		*11														*10	*10	*10		*9				×	×	×
Front Cover	×	×													×	×	×	×						×	×	×
Sheet Insertion (Printed/Blank)	×	×	×											×	×	×	×	×						×	×	×
Chapter Page	×	×	×										×		×	×	×	×						×	×	×
Transparency Interleaving	×	×	×									×	×	×		×	×	×	×					×	×	×
Booklet	×	▲	×		×	×	×	×	×	×	*10	×	×	×	×					×				×	×	×
Booklet/Saddle Stitch	×	▲	×		×	×	×	×	×	×	*10	×	×	×	×					×				×	×	×
Front Cover (Printed/Blank)	×	▲	×		×	×	×	×	×	×	*10	×	×	×	×					×				×	×	×
Sample Set			×												×											
Different Size Originals	×	×									*9					×	×	×						×	×	
Job Build			×																							
Sharpness																										
Nega/Posi																										
Image Repeat (Auto Setting)	×	×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×		×					▲	×
Image Repeat (Manual Setting)	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×		×				▲		
Mirror Image		×		×	×	×	×	×	×	×	×	×	×	×	×	×	×	×						×		

*1 You cannot combine these modes when free size is selected.
*2 You can set the Sample Set mode in the Interrupt mode.
*3 You can set the Sample Set mode in the Reserve Copy mode.
*4 You cannot combine these modes when the Different Size Originals mode is set.
*5 When the Booklet Saddle Stitch mode and the Saddle Stitch mode are set at the same time, priority is given to the Booklet Saddle Stitch mode.
*6 The Auto Drawer Switching mode is available to interleave sheets.
*7 You cannot make Interrupt copy while copying with the Sample Set mode, nor while changing the settings after the Sample Set has been made.
*8 You cannot reserve a copy job while copying with the Sample Set mode, nor while changing the settings after the Sample Set has been made.
*9 You cannot combine these modes when the Automatic Paper Selection mode is selected. You can combine these modes when the Manual Paper Selection mode is selected.
*10 You cannot combine these modes when No. Key Entry is selected.
*11 You cannot combine these modes when No. Key Entry is selected. When the Image Combination mode is combined with Center Corner Shift, the latter-set mode takes priority.

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